

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**



AIR FORCE INSTRUCTION 21-101

**COMBAT AIR FORCE
Supplement (PACAF)**

**KADENA AIR BASE
Supplement**

7 FEBRUARY 2012

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010, and COMBATAIRFORCESUP (CAF Sup), 28 December 2010, are supplemented as follows: This publication applies to all 18th Wing military, civilian, contract personnel and units assigned or attached to Kadena Air Base unless limited by waiver granted under host-tenant agreements. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

1.4.2. (Added) Depot Programs.

1.4.2.1. (Added) The 18 MXG Depot Manager Responsibilities. Ensure all engineering request are coordinated with SME & MXG/CC or CD.

1.4.2.2. (Added) When disposition is received, forward information to applicable Unit.

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1.4.2.3. (Added) Brief status of UDLM requests at daily maintenance meeting.

1.4.2.4. (Added) Send email message to appropriate HHQ/ALC Functional Managers informing them of depot team arrival/departure.

1.4.2.5. (Added) Owning agency will provide logistical support of Depot Field Team (DFT) during arrival, repair process and departure.

1.18.3.1. (Added) CATM-120 missiles will have all wings and fins removed for daily flying operations.

1.24. (Added) Unit Vehicle Responsibilities.

1.24.1. (Added) Unit work centers will coordinate all vehicle repairs/inspections through their applicable unit/SQ vehicle NCO. If the unit/SQ vehicle NCO is unavailable the 18 MXG vehicle NCO will coordinate vehicle repairs/inspections.

1.24.2. (Added) All vehicle modifications will be approved through the 18 LRS/LGRV (Vehicle Fleet Management) with prior coordination through the 18 MXG vehicle NCO. No modifications will be performed until approval. This includes modifications to vehicles authorized to carry explosives and vehicles operating within the munitions storage area.

1.24.3. (Added) All avionics and delicate equipment transported in a vehicle will be protected from damage. These items will be transported with padding between the vehicle and the item and secured to prevent inadvertent movement. These items will never be exposed to the weather, the vehicle operator will ensure the items are secure and protected from the weather and prior to vehicle movement.

2.14.1. (Added) AF Form 1492, Warning Tag. The following procedures establish guidelines for the use of AF Form 1492:

2.14.1.1. (Added) Complete the warning tag in accordance with ([NO LABEL MAPPING for "Attachment"! 17).

2.14.1.2. (Added) Any condition that requires a warning note entry in the AFTO Forms 781A, Maintenance Discrepancy and Work Document, will have a warning tag utilized on the aircraft.

2.14.1.3. (Added) Warning notes entered on the AFTO Form 1492 or in the AFTO Form 781A will be underlined or written in Red.

2.14.1.4. (Added) Laminated warning tag/sheets (Part A & B) are authorized for use and will be a controlled item issued from user's Support Section.

2.14.1.5. (Added) Units performing major inspections may utilize a warning tag tracking sheet to document warning tags associated with the inspection. If utilized, the approved tracking sheet must be inserted into the front of the AFTO Form 781A. Upon completion of the inspection, the warning tag tracking sheet will become part of the AFTO Form 781s package and will remain in the miscellaneous portion for each aircraft jacket file. An entry will also be input in the AFTO Form 781A and the applicable aircraft MIS identifying installation of warning tags.

2.14.1.6. (Added) If utilized, the warning tag status board/sheet will indicate the following information:

2.14.1.6.1. (Added) Warning Tag number.

2.14.1.6.2. (Added) Tag location. Example: Ext power access door.

2.14.1.6.3. (Added) Warning statement, including reason for restriction.

2.14.1.6.4. (Added) Reference to the original discrepancy in the AFTO Form 781A; See page____, Block____.

2.14.1.6.5. (Added) Employee name, employee number, and date of individual installing warning tag.

2.14.1.6.6. (Added) Employee name, employee number, signature, and date of individual authorized to remove warning tag.

2.14.1.6.7. (Added) Personnel must review the warning tag tracking board/sheet prior to performing any aircraft maintenance.

2.20. (Added) Aircraft Hangaring.

2.20.1. (Added) Units will follow standard hangaring checklist (located on QA Sharepoint).

2.21. (Added) Refer to 18th Wing Instruction (18 WGI) 91-301, *Hangar Door Operation*, for Hangar Door operational procedures.

3.4.1.52.1. (Added) Parked aircraft will have both main landing gears chalked and laced at all times. Place sandbags on the downhill side of each aircraft chalk. (18 AMXS only)

3.4.1.74. 1 (Added) Table 3.4 lists 18 EMS Repair and Reclamation responsibilities. The table covers all specific Repair and Reclamation tasks to include responsibilities for the rigging of all primary flight controls on the F-15, KC-135 and E-3. This instruction will be used as a guide in contacting the appropriate agency responsible for completing a maintenance task.

Table 3.1. (Added) F-15 Repair and Reclamation Tasks

WUC	SYSTEM	RIGGING	REM/REPL	OPS CHECK	FOM
11AF0	Windshield	N/A	YES	N/A	YES
11PA0	Side Load Scissors	NO	NO	NO	NO
12C00	Canopy System	YES	YES	YES	YES
13AHO	MLG Mechanism	YES	YES	YES	YES
13AD0	Strut, MLG (Basic)	YES	YES	YES	YES
13B00	Strut, NLG (Basic)	YES	YES	YES	YES
13BD0	NLG Mechanism	YES	YES	YES	YES
13BEJ	Nose Wheel Steering Cable	YES	YES	YES	YES
13BEB	NWS/Emergency Brake Cable	YES	YES	YES	YES
13DEM	Brake Control Cable	YES	YES	YES	YES
13AE0	LG Emergency Release	YES	YES	YES	YES
13C00	Arresting Hook Cable	YES	YES	YES	YES
14A00	Control Stick	YES	YES	YES	YES
14ABA	Pitch Ratio Control	N/A	NO	YES	NO
14ABC	Roll Ratio Control	N/A	NO	YES	NO

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14AB0	PRCA	YES	NO	YES	NO
14AC0	ARI	YES	NO	YES	NO
14AE0	Rudder Pedals	YES	YES	YES	YES
14ED0	Speed Brake Surface	YES	NO	YES	NO
14CBA	Longitudinal Feel Trim Actuator	YES	YES	YES	YES
14CDA	Stab Servo Cylinder	YES	NO	YES	NO
14DA0	Rudder Surface Assembly	YES	NO	YES	NO
14DBA	Directional Feel Trim Actuator	YES	YES	YES	YES
14DCN	Rudder Limiter actuator	YES	YES	YES	YES
14GB0	Aileron Assembly	YES	NO	YES	NO
14GCJ	Aileron Servo Cylinder	YES	NO	YES	NO
14H00	Flap System	YES	NO	YES	NO
14GFA	Lateral Feel Trim Actuator	YES	YES	YES	YES
14AD0	Mixer Assembly	YES	YES	YES	YES
14CA0	Stabilator Assembly	YES	YES	YES	YES
14CC0	Longitudinal Control Linkage	YES	YES	YES	YES
14GE0	Lateral Control Linkage	YES	YES	YES	YES
14DC0	Directional Control Linkage/Cables	YES	YES	YES	YES
14DCM	Aileron Rudder Int Cable	YES	YES	YES	YES
231F0	Throttle Assembly	YES	YES	NO	YES
231LC	Throttle Control Cable Left	YES	YES	YES	YES
231LD	Throttle Control Cable Right	YES	YES	YES	YES
24AD8	JFS Control Cable	YES	YES	NO	YES
24DAB	JFS Manifold	YES	NO	NO	NO
NOTE: When a variable ramp is removed and replaced R&R will remove and replace side load scissors					

Table 3.2. (Added) KC-135/E-3 Repair and Reclamation Tasks

WUC	SYSTEM	RIGGING	REM/REPL	OPS CHECK	FOM
01000	Fuselage Jacking	N/A	YES	YES	YES
01100	Nose/Tail Jacking	N/A	N/A	YES	YES
11230	Crew Door Mechanism	NO	NO	NO	NO
11340	Cargo Door	NO	NO	NO	NO
11370	Cargo Pressure Doors	NO	NO	NO	NO
11370	Emergency Pressure Door	NO	NO	NO	NO
11AD0*	Forward Main Entry Door	YES**	YES**	YES**	YES**
11BB0*	Forward Lower Compartment Door	YES**	YES**	YES**	YES**
11CBO*	Aft Main Entry Door	YES**	YES**	YES**	YES**
11CCO*	Aft Emergency Exit Door	YES**	YES**	YES**	YES**
11CDO*	Aft Lower Compartment Door	YES**	YES**	YES**	YES**
11290*	Forward Lower Nose Compartment Door	YES**	YES**	YES**	YES**
11360	Emergency Exit Hatch	NO	NO	NO	NO
11360	Emergency Exit Hatch Seals	NO	NO	NO	NO
11180	Emergency Escape System	NO	NO	NO	NO
11140	Windows	N/A	NO	NO	NO
118A0	Engine Struts	N/A	YES	N/A	YES
11520	Vertical Stabilizer	N/A	YES	N/A	YES
11510	Horizontal Stabilizer	N/A	YES	YES	YES
13FA0	Nose Landing Gear Assembly	N/A	YES	YES	YES
13FB0	Nose Gear Doors	YES	NO	NO	NO
13KAC	Nose Gear Linear Actuator	NO	NO	NO	NO
13FCH	Nose Fairing	NO	NO	NO	NO
13AA0	Main Landing Gear Assembly	YES	YES	YES	YES
13AH0	Main Gear Truck Assembly	N/A	YES	YES	YES
13ALD (OELO)	Main Gear Strut Door	YES	YES	YES	YES
13AL0	Main Gear Strut Follow-up Doors	YES	NO	YES	NO
13AJ0	Main Gear Strut Wheel Well Doors	YES	NO	NO	NO
13DA0	Landing Gear Handle	YES	YES	YES	YES
14AC0	Ailerons and Tabs	YES	YES	YES	YES
14EF0	Main Flaps	YES	YES	YES	YES
14EJ0	Fillets Flaps	YES	YES	YES	YES
14EM0	Leading Edge Flaps	N/A	NO	NO	NO
14CBL**	Leading Edge Slats	YES	NO	YES	NO

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14EH0	Fore Flaps	NO	NO	NO	NO
14CBF**	Flaperettes	NO	NO	NO	NO
14CBE	Flap Tracks	N/A	YES	N/A	NO
14EAA	Flap Control Handle	N/A	YES	YES	YES
14EHR	Flap Transmitter and Cable Assembly	NO	NO	NO	NO
14EKB	Flap Drive Gearbox	YES	YES	YES	YES
14EL0	Cove Lip Door Assembly	NO	NO	NO	NO
14DD0	Stab Trim Mechanism	YES	YES	YES	YES
14DA0	Stab Trim Electric Motors	NO	YES	YES	NO
14CG0	Stab Actuated Tabs	YES	YES	YES	YES
14AL0	Spoiler/Speed Brakes	YES	YES	YES	YES
14AMJ	Spoiler/Speed Brake Control Handle	YES	YES	YES	YES
14BF0	Rudder and Tab Assembly	YES	YES	YES	YES
14BL0	Rudder PCU	NO	NO	NO	NO
14CD0	Elevator and Tab Assembly	YES	YES	YES	YES
14AAA	Control Wheel	N/A	YES	YES	YES
14AAB	Control Column	YES	YES	YES	YES
14BCJ	Q-Can Tube	N/A	YES	YES	YES
14BC0	Q-Inlet Assembly	N/A	NO	NO	NO
14BCK	Q-Bellows Actuator	NO	NO	NO	NO
14000	Flight Control Cables	YES	YES	YES	YES
14ABH	A/P Servo Cables	NO	YES	NO	YES
23NR0	Throttle Cables	YES	YES	YES	YES
23NAA	MEC Flex Shaft	NO	NO	NO	NO
23NAC	Throttle Levers	YES	YES	YES	YES
46DA0	IFR Slipway Doors	NO	NO	NO	NO
46FA0	Fuel Dump System	NO	NO	NO	NO
NC	Forward Wing To Body Seal	N/A	NO	NO	NO
NC	Aft Wing To Body Seal	N/A	NO	NO	NO
*: Indicates an E-3 specific item.					
**: 18 EMS Repair and Reclamation North will perform these tasks with direct assistance from the 961 st AMU					

4.4.6. (Added) Will appoint a qualified SNCO (Course Code 000006) to monitor typhoon sheltering of any operation requiring sheltering vehicles or equipment along with aircraft into PAS or hangar. The appointed individual will be identified by wearing a brightly colored reflective vest.

4.5.4. (Added) Pulling Aircraft Forms, (18 AMXS only).

4.5.4.1. (Added) Pro-super reviews pulled forms to active forms, collects pulled forms in a group and delivers them to the APG section chief.

4.5.4.2. (Added) Owning AMU Pro-Super will fill-out **Engineering Technical Assistance Request (ETAR)** Checklist and appropriate aircraft template ((located on QA SharePoint).

4.7.5.1.1. (Added) All 18 MXG affected personnel will review and incorporate the Red-X criteria list provided in Table 4.7.

Table 4.7. (Added) Red-X Criteria List (F-15, Kc-135, HH-60, E-3)

F-15	
11P - Air Induction	Chattering ramps Left or right air inlet will not reset
110 - Air Frame Over G Severity Code	Overload warning system severity codes of 1 or above (101 and up). Non Overload Warning System (OWS) aircraft that exceeds 7.33 Gs.
110 - Airframe	Items lost or missing. Bird strikes. Aircraft damage. Maneuvers that exceed flight envelopes. Hard landings. Excessive vibrations.
120 - Cockpit/Canopy	Any malfunction in: Canopy locking systems. Canopy unsafe indications. Foreign Object (FO) in cockpit.
130 - Landing Gear System	Any malfunction in: Landing gear system. Aircraft braking system. Anti-skid control. Excessive nose wheel shimmy. Arresting hook system. Landing gear extended beyond allowable airspeed
140 - Manual Flight Controls	Any malfunction in: Manual flight control. Uncommanded inputs to flight control system. Speed brake system
230 - Engines	Any malfunction in: Main engines - to include: Severe power loss, stalls, stagnations, surges and vibrations. Flameouts. No starts. Over temperatures.

	<p>Fires.</p> <p>Overspeed.</p> <p>Low/no oil pressure.</p> <p>Engine instruments, front cockpit only.</p> <p>Digital Electronic Engine Control (DEEC) light will not reset.</p> <p>Augmenter control - to include:</p> <p>After Burner (AB) blowout, no light and hard light.</p> <p>Nozzle problems will not reset.</p> <p>Throttle components - to include:</p> <p>Rigging.</p> <p>Binding.</p> <p>Foreign object damage.</p> <p>Avionic Status Panel (ASP) 17 and/or 18</p>
240 - Secondary Power	<p>Any malfunction of the secondary power system - to include.</p> <p>Jet Fuel Starter (JFS).</p> <p>Central Gear Box (CGB).</p> <p>Airframe Mounted Accessory Drive (AMAD).</p>
410 - Environmental Control System (ECS)	<p>Any malfunction in:</p> <p>Air-conditioning System.</p> <p>System totally inoperative.</p> <p>System too hot/cold or won't adjust.</p> <p>ECS warning light.</p> <p>Cockpit pressurization.</p> <p>Left or right bleed air overtemperature malfunction.</p> <p>Liquid coolant system/ASP 34</p>
420 - Electrical Power Supply	<p>Any malfunction:</p> <p>Resulting in generator failure.</p> <p>Electrical power system interruption.</p> <p>ASP 58 or 64 associated with left or right generator malfunction or generator control unit latched.</p>
440 - Lighting	<p>Any malfunction that results in less than minimum Federal Aviation Administration (FAA)/local requirements for:</p> <p>Day operation requirements.</p> <p>One vertical stab light may be inoperative but not both.</p> <p>The formation lights (strip) may be inoperative.</p> <p>Landing light must be operative.</p> <p>Night operation.</p>

	Both wingtip position lights One vertical stab light. Two-formation light (strip) on each side of aircraft. Both wing root anti-collision lights must be operative. Landing light must be operative. Taxi light must be operative.
450 - Hydraulic and Pneumatic Power System	Any malfunction resulting in: Hydraulic system failure. Malfunction of hydraulic power supply. Obvious leaks of any system component that is out of limits.
460 - Fuel Systems	Any malfunction resulting in: Feed problem. Unequal internal wing fuel transfer greater than 200 lbs but less than 600 lbs, REPEAT failure (2821C1B1) Unequal internal wing transfer greater than 600 lbs (2821C1C1) External wing tank imbalance of 1500 lbs or more (2822JB7ZZ) System malfunction of the exterior fuel tanks. Fuel quantity indication. Boost pump discrepancy. Fuel control discrepancy. Inability to in-flight refuel, when mission directed or scheduled. Obvious leakage. Uncommanded fuel dumping.
470 - Oxygen System	Any discrepancy with system operation - to include: Regulator flow or indication. Quantity. Actual or suspected contamination.
490 - Miscellaneous Utilities	Any malfunction of: Engine overheats and fire protection system. Ice detection system.
51E - Air Data Computer (ADC)	ADC inoperative. No or inop OWS. ASP 72 latched.
51N - Horizontal Indicator Set (HSI)	HSI inoperative, front cockpit only.
510 - Instruments	Any malfunction, including erroneous indication of the primary flight instruments.

	Pilot/static system inoperative.
520 - Autopilot/Control Augmentation System (CAS)	Any uncommanded input during system use. ASP 15, associated with pitch CAS malfunction. Pitch, roll and/or yaw CAS will not reset
550 - Malfunction Analysis and Recording Equipment	Repeated illumination of warning/caution lights not associated with equipment malfunction. Malfunction in warning system when known condition exists.
57A - Central Computer	Central computer inoperative. No or in-operative OWS. ASP 72 latched
630 - Ultra-High Frequency (UHF) Communications	Command radio/primary UHF radio failure with the secondary radio failure.
65A - Identification Friend or Foe (IFF) System	Any reported mode 3/A malfunctions
71A - Inertial Navigation System (INS)	INS inoperative
71Z - Tactical Air Navigation (TACAN)/Instrument Landing System (ILS)	Both inoperative (one of the two must be working correctly)
71F - Altitude Heading and Reference System (AHRS) System	AHRS inoperative
750 - Weapons Delivery	Any malfunction that results in: Gun jam. Hung weapon. Inadvertent release. Misfire.
76K - Countermeasure Dispenser	Hang fire. Uncommanded dispense.
910 - Survival Gear	Any suspected malfunction in: Life support equipment. Ejection seat. Egress system.
97A - Explosive Devices and Components	Any accidental or unintentional use of component
Other	Any discrepancy causing air abort or in flight emergency. Any discrepancy causing an accident, incident or mishap. Fire/explosion on the aircraft. Smoke/fumes in the cockpit. Physiological incident. Inadvertent servicing with the wrong type or grade of fuel/fluid. Foreign object lost. Items lost in flight.

KC-135	
11X - Airframe	Confirmed aircraft fire. Hard Landing.
13X - Landing Gear	Landing gear malfunctions resulting in a failure to retract or extend. Anti-skid indicators not showing released. Blown tire
14X - Flight Controls	Flight control problems exhibited by either a lack of response to a controlled input, or an uncommanded input resulting in a major change from the intended attitude of flight.
27X - Turbo-Fan Power Plant	Confirmed engine fire. In-flight shutdown of an engine for engine related problems.
41X - Air Conditioning, Pressurization and Surface Ice Control	Cabin pressurization loss requiring aircraft to fly below 10,000 feet
42X - Electrical Power Supply	Complete loss of AC or DC power
45X - Hydraulic and Pneumatic Power Supply	Hydraulic malfunctions that caused loss of control of aircraft.
46X - Fuel System	Uncommanded fuel feed or transfer or inability to transfer fuel occurs, which could cause an unsafe flight condition.
47X - Oxygen System	Major oxygen system leaks.
51X - Instruments	Total display loss on the Integrated Fuel Management Panel (IFMP).
Other	Foreign Object Damage (FOD) that requires repair (i.e. bird strike, blade blending). Lost tools, items or equipment.
HH-60	
Discrepancies requiring maintenance action before next flight IAW 1H-60(H)G-6:	
11X - Airframe	Hard landings Exceeding 145 Knots Indicated Air Speed (KIAS) with cargo doors open
15X - Helicopter Rotor System	Rearward taxi. After dual engine operation with the gust lock engaged Rotor speed (NR) over 126%. After subjecting helicopter to excessive spin rate
26X - Helicopter Rotor Wing Drive System	Main gearbox over torque Whenever blade damage occurs while rotor head is in motion (sudden stoppage)
49X - Miscellaneous Utilities	After fire extinguishing system discharge

Other discrepancies requiring aircraft grounding until repair is complete:	
13X - Landing Gear	Brake system failure Tail wheel lock failure (lock or unlock)
14X - Flight Controls	Stabilator fails to slew properly All flight control discrepancies (binding, feedback, improper reaction to input, etc.)
15X - Helicopter Rotor System	Whenever aircraft vibrations are reported
22X - Turbo-Prop/Turbo Shaft Power Plant	Any failed Engine Health Indicator Test (HIT) check Engine over speed or over torque Auxiliary Power Unit (APU) failure All discrepancies concerning engine performance
42X - Electrical Power Supply	AC/DC electrical system failures (generators, converters, etc.) Electrical burning (smoke or odor)
44X - Lighting System	Failure of both upper and lower strobe lights
45X - Hydraulics and Pneumatics Supply	Hydraulic system failures
46X - Fuel System	All fuel system leaks
51X - Instruments	Whenever engine or gearbox chip lights have illuminated Any instrumentation failure that prevents aircrew from monitoring critical system performance (engines, gearboxes, electrical systems, etc)
64X - Interphone, Audio Switching, and Recording	ICS failure at pilot, copilot's or flight engineer's positions
65X - IFF/Selective Identification Feature (SIF)	IFF failure (does not include degraded capability)
Other	Whenever oil pressures or temperatures are above or below limits Fire Any leaks out of limits or suspected out of limits. All FOD related instances Bird or lightning strikes Any time items are reported lost by aircrew members
E-3	
11X - Airframe	Items lost or missing in flight (dropped object) Foreign Object Damage (FOD) that requires repair (i.e., bird strike, blending blades) Aircraft structural damage Hard landing. Excessive vibration in flight

	Maneuvers that exceeds flight envelopes Confirmed aircraft fire
12X - Cockpit/Cabin	FO in cockpit
13X - Landing Gear System	Any malfunction in: Landing gear system Aircraft braking system, including anti-skid Nose wheel steering system Excessive nose wheel shimmy Blown tire
14X - Flight Control System	Any malfunction in: Manual flight control system Speed brake system Uncommanded inputs to flight control systems
23X - Engines	Loss of thrust Flame out Engine over temperature Engine overspeed Low/no oil pressure FO damage Engine shut down in flight Confirmed engine fire
41X - Air Conditioning, Pressurization, Surface Ice Control	Air Cycle Machine (ACM) overheat Bleed air overheat Bleed air leak indication Loss of pressurization
45X - Hydraulic and Pneumatic Power Supply	Hydraulic system failure Obvious out of limits leakage
46X - Fuel System	Boost pump in-operative Obvious out of limits leakage Uncommanded fuel feed or transfer, or inability to transfer fuel occurs which causes an unsafe condition
47X - Oxygen System	Any oxygen system leak Extreme quantity loss Fumes or odors present in oxygen system Suspected or actual contamination
51X - Instruments	Air data computer in-operative Pitot heat in-operative
Emergency Equipment	Escape slides damaged or deployed
*This list does not attempt to be “all inclusive” of every possible grounding condition that could exist. Continued reliance on system knowledge by maintenance personnel and input from aircrew members will be used to judge the airworthiness of aircraft with discrepancies not covered here.	

4.8.4. (Added) Pulling Aircraft Forms, (18 AMXS only).

- 4.8.4.1. (Added) Crew chief takes forms from the aircraft to the IMDS area.
- 4.8.4.2. (Added) Crew chief matches forms to IMDS, with the exception of items not required to be input in IMDS in accordance with AFI 00-20-2 chapter 6.
- 4.8.4.3. (Added) Crew chief loads applicable JST(s) in IMDS.
- 4.8.4.4. (Added) Crew chief prints automated forms from IMDS and transcribes write-ups to new forms.
- 4.8.4.5. (Added) Crew chief reviews and pulls forms per cover sheet/checklist.
- 4.8.4.6. (Added) Crew chief staples cover sheet/checklist to forms then signs marks the time and dates.
- 4.8.4.7. (Added) APG section chief reviews pulled forms for accuracy, marks the time and delivers them in a group to the Specialist section chief.
- 4.8.4.8. (Added) The crew chief drops off the forms to PS&D.
- 4.9.1.5. (Added) Pulling Aircraft Forms, (18 AMXS only).
- 4.9.1.5.1. (Added) Specialist section chief reviews pulled forms for accuracy, marks the time and delivers them in a group to the weapons section chief.
- 4.10.1.30. (Added) Pulling Aircraft Forms, (18 AMXS only).
- 4.10.1.30.1. (Added) Weapons section chief reviews pulled forms for accuracy, marks the time and delivers them to the production supervisor's office.
- 4.10.6. (Added) Accountability and Control of F-15 Normally Installed Equipment (NIE).
- 4.10.6.1. (Added) The 44/67 AMU Weapons Section will maintain control and accountability of uninstalled and installed assigned NIE.
- 4.10.6.1.1. (Added) Weapons Section Chief (WSC) will ensure NIE accountability issues are resolved and all accounts reconciled between the NIE Monitor and Armament Flight Scheduler.
- 4.10.7. (Added) Chaff and Flare Module Accountability.
- 4.10.7.1. (Added) AMU/HMU SPRAM account custodians (Weapons) will:
 - 4.10.7.1.1. (Added) Act as a single point of contact for all chaff/flare module transactions.
 - 4.10.7.1.2. (Added) All chaff/flare modules will be inventoried and given to Munitions Squadron (MUNS), who will verify section serial numbers on each module. MUNS will verify quantity of modules received from each AMU and sign for the modules on an AF IMT Form 1297, Temporary Issue Receipt. The account custodian and MUNS will maintain a copy of the AF Form 1297.
 - 4.10.7.1.3. (Added) Account custodians will perform an inventory as least semi-annually. After the inventory has been completed, document the AF IMT Form 2691, Aircraft/Missile Equipment Property Record, in accordance with AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*.
- 4.11.3.16. (Added) Armament Systems (HH-60) will:

4.11.3.16.1. (Added) Monitor and schedule applicable TCI and SI on assigned equipment utilizing PRA and screen 086.

4.11.3.16.

2. (Added) Generate appointment letter to identify primary and alternate(s) section TCI monitors.

5.7.1.1. (Added) Armament Flight will maintain accountability of NIE and sign-out NIE to the appropriate AMU.

5.7.1.2. (Added) Coordinate NIE cannibalization and Not Repairable This Station (NRTS) actions with the WWM and the applicable AMU Weapons Section.

5.7.1.3. (Added) Ensure that appropriate documentation is obtained and inventories adjusted for each aircraft transfer or acceptance.

5.10.2.1. Maintenance personnel will follow the below procedures for maintaining the F-15 Red Gear:

5.10.2.1.1. (Added) Each condemned landing gear will be repainted red to readily identify it as a dummy gear. A "Remove Before Flight" 24 inch streamer will be attached directly to each strut assembly.

5.10.2.1.2. (Added) An AFTO Form 244, Industrial/Support Equipment Record, and a copy of ETAR's 999999-05-225 and 999999-05-261 will be maintained on the Red Gear. The AFTO Form 244 and ETAR's will be kept with the struts at all times in such a way that it does not present a FOD hazard or get destroyed by adverse weather conditions.

5.10.2.1.3. (Added) Red Gear assemblies will be stored on a locally manufactured racks approved through QA and the 18 EMS R&R support section. Each assembly will be treated as a separate tool and will be checked in and out of support accordingly. It will also be designated and marked with its own world-wide identifier in accordance with AFI 21-101, CAF Sup, Kadena Sup.

5.10.2.1.4. (Added) Red NLG Struts will be installed on the aircraft in accordance with T.O. 1F-15C-32JG-20-14 applicable pages. For the duration the landing gear strut will stay in the aircraft the landing gear safety pin will be installed. The pin will be safetied to the strut to prevent inadvertent removal and possible strut collapse and aircraft damage. A warning tag will be installed on the strut stating "DO NOT REMOVE LANDING GEAR PIN".

5.10.2.1.5. (Added) Red MLG Struts will be installed on the aircraft in accordance with T.O. 1F-15C-32JG-10-12, applicable pages. For the duration the landing gear strut will stay in the aircraft the landing gear safety pin will be installed. The pin will be safetied to the strut to prevent inadvertent removal and possible strut collapse and aircraft damage. A warning tag will be installed on the strut stating "DO NOT REMOVE LANDING GEAR PIN".

5.10.2.1.6. (Added) A separate Red X discrepancy will be entered in the AFTO Form 781A for each Red Gear installed on the aircraft. The discrepancy shall state "Gear Installed for Tow Purpose only". Under the discrepancy in the same block place a note stating "NOTE-DO NOT CYCLE GEAR" either written in red or underlined in red and a warning tag stating the same.

5.10.2.1.7. (Added) The Red gear shall not be used to troubleshoot landing gear extension malfunctions or in any other way that might damage the aircraft. Towing shall be kept to a minimum.

5.10.3.3. (Added) Wheel and Tire Section personnel will pick-up used tire assemblies.

5.11.1. (Added) 18 MUNS will be responsible for minor maintenance on chaff and flare modules and will maintain bench stock items required for repairs. The owning AMU will be responsible for ordering and replacing magazines if they determine them to be unserviceable or NRTS.

5.13.6.1.2.1. (Added) If corrections are needed, customers will return necessary information within 14 calendar days.

5.13.6.1.3.1. (Added) For customers not serviced through TMF, if the TMDE is not delivered within 14 days, notify the AMU/NCOIC or equivalent flight supervision.

5.13.11. (Added) Monitors and their supervisor(s) will be identified by letter, signed by their OWC Flt CC/Chief or equivalent. Appointment letters may be brought to monitor training class or delivered to the TMDE Flight Customer Service prior to the monitor training class.

5.13.12. (Added) On-base customers are required to pick-up equipment within 7 calendar days; off-base customers must pick-up equipment within 14 calendar days.

5.13.13. (Added) For customers not serviced through TMF, if the TMDE is not picked up within 14 days, notify the AMU/NCOIC or equivalent flight supervision.

5.13.14. (Added) Lost hand receipts will require a letter from the unit commander or equivalent for the TMDE Flight to release the equipment.

5.13.15. (Added) Justification letter shall include applicable information (aircraft tail number, etc.) related to the EMERGENCY situation.

5.13.16. (Added) Customers who receive shipments from PMEL will return a copy of the signed, receipted DD Form 1149, Requisition and Invoice/Shipping Document, to the 18 CMS TMDE Flight within 3 duty days via e-mail or fax.

6.2.6.16.4.8.3. (Added) IMDS Manual Event JCN Procedures: In the event of IMDS downtime, the following JCNs will be utilized. (909th) will use GO81 manual accounting procedures.

6.2.6.16.4.8.4. (Added) 18th Wing PS&D:

6.2.6.16.4.8.4.1. (Added) 0001 - 4000 IMDS Generated JCNs.

6.2.6.16.4.8.4.2. (Added) 4001 - 4009 TCTOs.

6.2.6.16.4.8.5. (Added) 18th Maintenance Operations Squadron Engine Management Element:

6.2.6.16.4.8.5.1. (Added) 4010 - 4030 TCTOs.

6.2.6.16.4.8.5.2. (Added) 4031 - 4050 Time Changes.

6.2.6.16.4.8.6. (Added) Maintenance Operations Center (MOC):

6.2.6.16.4.8.6.1. (Added) 4051 - 4100 Unscheduled Maintenance.

6.2.6.16.4.8.7. (Added) 44th Aircraft Maintenance Unit:

- 6.2.6.16.4.8.7.1. (Added) 4345-4359 - 44th CLS.
- 6.2.6.16.4.8.7.2. (Added) 4361 - 4460 Dispatch.
- 6.2.6.16.4.8.7.3. (Added) 4461 - 4535 Debriefing.
- 6.2.6.16.4.8.7.4. (Added) 4536 - 4545 Support.
- 6.2.6.16.4.8.7.5. (Added) 4546 - 4570 Cannibalizations.
- 6.2.6.16.4.8.7.6. (Added) 4571 - 4585 PS&D TCTOs.
- 6.2.6.16.4.8.7.7. (Added) 4586 - 4600 PS&D Special Inspections.
- 6.2.6.16.4.8.8. (Added) 67th Aircraft Maintenance Unit:
 - 6.2.6.16.4.8.8.1. (Added) 4601-4615 67th CLS.
 - 6.2.6.16.4.8.8.2. (Added) 4616 - 4700 Dispatch.
 - 6.2.6.16.4.8.8.3. (Added) 4701 - 4800 Debriefing.
 - 6.2.6.16.4.8.8.4. (Added) 4801 - 4810 Support.
 - 6.2.6.16.4.8.8.5. (Added) 4811 - 4835 Cannibalization.
 - 6.2.6.16.4.8.8.6. (Added) 4836 - 4870 PS&D TCTOs.
 - 6.2.6.16.4.8.8.7. (Added) 4871 - 4885 PS&D Special Inspections.
- 6.2.6.16.4.8.9. (Added) 909th Aircraft Maintenance Unit:
 - 6.2.6.16.4.8.9.1. (Added) 7300-7399 Dispatch.
 - 6.2.6.16.4.8.9.2. (Added) 0900-0999 Debriefing
 - 6.2.6.16.4.8.9.3. (Added) 6251-6260 Support.
 - 6.2.6.16.4.8.9.4. (Added) 0065-0144 Aircraft.
 - 6.2.6.16.4.8.9.5. (Added) 5200-5299 Cannibalization.
 - 6.2.6.16.4.8.9.6. (Added) 1600-1635 PS&D Time Changes.
 - 6.2.6.16.4.8.9.7. (Added) 1636-1670 PS&D TCTOs.
 - 6.2.6.16.4.8.9.8. (Added) 1671-1699 PS&D Special Inspections.
- 6.2.6.16.4.8.10. (Added) 961st Aircraft Maintenance Unit:
 - 6.2.6.16.4.8.10.1. (Added) 6051 - 6150 Dispatch.
 - 6.2.6.16.4.8.10.2. (Added) 6151 - 6250 Debriefing.
 - 6.2.6.16.4.8.10.3. (Added) 6251 - 6260 Support.
 - 6.2.6.16.4.8.10.4. (Added) 6261 - 6270 Cannibalization.
 - 6.2.6.16.4.8.10.5. (Added) 6271 - 6285 PS&D Time Changes.
 - 6.2.6.16.4.8.10.6. (Added) 6286 - 6300 PS&D TCTOs.
 - 6.2.6.16.4.8.10.7. (Added) 6301 - 6315 PS&D Special Inspection.

- 6.2.6.16.4.8.11. (Added) 18th Component Maintenance Squadron:
 - 6.2.6.16.4.8.11.1. (Added) 6316 - 6350 Accessory Flight.
 - 6.2.6.16.4.8.11.2. (Added) 6351 - 6425 Propulsion Flight.
 - 6.2.6.16.4.8.11.3. (Added) 6426 - 6440 Avionics Flight.
- 6.2.6.16.4.8.12. (Added) 18th Equipment Maintenance Squadron.
 - 6.2.6.16.4.8.12.1. (Added) 6441 - 6590 AGE Maintenance Southside.
 - 6.2.6.16.4.8.12.2. (Added) 6591 - 6640 Fabrication Flight.
 - 6.2.6.16.4.8.12.3. (Added) 6641 - 6690 Maintenance Flight.
 - 6.2.6.16.4.8.12.4. (Added) 6691 - 6740 Transient Alert Element.
 - 6.2.6.16.4.8.12.5. (Added) 6741 - 6765 Armament Shop.
 - 6.2.6.16.4.8.12.6. (Added) 6766 - 6916 AGE Maintenance North side.
 - 6.2.6.16.4.8.12.7. (Added) A500 - A699 AGE Inspection North side.
 - 6.2.6.16.4.8.12.8. (Added) A1500 - A998 AGE Inspection Southside.
 - 6.2.6.16.4.8.12.9. (Added) (Added) 6928 - 6967 DynCorp (Wash Rack).
- 6.2.6.16.4.8.13. (Added) (Added) 18th Maintenance Operations Squadron:
 - 6.2.6.16.4.8.13.1. (Added) 6968 - 7204 Quality Assurance.
 - 6.2.6.16.4.8.13.2. (Added) 7205 - 7338 Cannibalization (18 MUNS).
- 6.2.6.16.4.8.14. (Added) 33rd Aircraft Maintenance Unit:
 - 6.2.6.16.4.8.14.1. (Added) 7339 - 7390 Dispatch.
 - 6.2.6.16.4.8.14.2. (Added) (Added) 7451 - 7507 Debriefing.
 - 6.2.6.16.4.8.14.3. (Added) (Added) 7508 - 7522 Support.
 - 6.2.6.16.4.8.14.4. (Added) 7523 - 7543 Cannibalization.
 - 6.2.6.16.4.8.14.5. (Added) 7544 - 7554 PS&D Time Changes.
 - 6.2.6.16.4.8.14.6. (Added) 7555 - 7565 PS&D TCTOs.
 - 6.2.6.16.4.8.14.7. (Added) 7566 - 7576 PS&D Special Inspection.
- 6.2.6.16.4.8.15. (Added) JCNs for Deployed/Exercise Aircraft:
 - 6.2.6.16.4.8.15.1. (Added) 7628 - 7678 44 AMU.
 - 6.2.6.16.4.8.15.2. (Added) 7679 - 7729 67 AMU.
 - 6.2.6.16.4.8.15.3. (Added) 7730 - 7780 909 AMU.
 - 6.2.6.16.4.8.15.4. (Added) 7781 - 7831 961 AMU.
 - 6.2.6.16.4.8.15.5. (Added) 7832 - 7882 33 AMU.
 - 6.2.6.16.4.8.15.6. (Added) 8000-8010 Detachment 15 (FTD), unit.

6.2.6.16.4.8.16. (Added) Reserved JCNs:

6.2.6.16.4.8.16.1. (Added) 8011 - 9999 contact PS&D for use. Phone: 634-4848.

6.2.6.16.4.8.17. (Added) Scheduled Inspections: Due to IMDS limitations, the following schedule must be adhered to when scheduling HPO, PE, ISO, Phase Inspections and/or Home Station Check (HSC).

6.2.6.16.4.8.18. (Added) HPO/PE Inspections 44 AMU/67 AMU:

6.2.6.16.4.8.18.1. (Added) A101 – A102 HPO1. (400HR).

6.2.6.16.4.8.18.2. (Added) B101 - B102 HPO2. (800 HR).

6.2.6.16.4.8.18.3. (Added) C101 - C102 HPO1. (400HR).

6.2.6.16.4.8.18.4. (Added) D101 - D102 HPO2 (800 HR).

6.2.6.16.4.8.18.5. (Added) E101 - E102 HPO1. (400HR).

6.2.6.16.4.8.18.6. (Added) F101 - F102 PE. (1200 HR).

6.2.6.16.4.8.19. (Added) HPO/PE Inspection Discrepancies 44 AMU/67 AMU:

6.2.6.16.4.8.19.1. (Added) A200 - A299/A300 - A399 HPO1. (400HR).

6.2.6.16.4.8.19.2. (Added) B200 - B299/B300 - B399 HPO2. (800 HR).

6.2.6.16.4.8.19.3. (Added) C200 - C299/C300 - C399 HPO1. (400HR).

6.2.6.16.4.8.19.4. (Added) D200 - D299/D300 - D399 HPO2. (800 HR).

6.2.6.16.4.8.19.5. (Added) E200 - E299/E300 - E399 HPO1. (400HR).

6.2.6.16.4.8.19.6. (Added) F200 - F299/F300 - F399 PE. (1200 HR).

6.2.6.16.4.8.20. (Added) ISO Inspection Discrepancies 909 AMU:

6.2.6.16.4.8.20.1. (Added) C100 D101 - C999 HSC.

6.2.6.16.4.8.21. (Added) ISO Inspection Discrepancies 961 AMU:

6.2.6.16.4.8.21.1. (Added) A100 A101 - A999 ISO, A.

6.2.6.16.4.8.22. (Added) Phase Inspection Discrepancies 33 AMU:

6.2.6.16.4.8.22.1. (Added) A001 A002 - A999 PH.

6.2.6.16.4.8.23. (Added) Special Projects/incidents:

6.2.6.16.4.8.23.1. (Added) 999A - 999Z.

6.2.6.16.4.8.24. (Added) Once the single ALPHA Designators (A-Z) has been used, they will be restarted using MULTI-ALPHA Designators, example: 99AA, 99AB, etc. All discrepancies will be entered into IMDS including support general work.

6.2.6.25. (Added) Periodically review IMDS screen 469, 810, and background products (i.e., time distribution of inspections [TDI] and PRA) for errors and corrections. If discrepancies are found on out of configuration items, create appropriate JCN, in an effort to remedy the problem, and sign it off. Contact PS&D for assistance if the discrepancy wasn't fixed.

6.2.8.2.9. (Added) Request for IMDS work center mnemonic additions, changes and deletions will be routed for processing in memorandum format to the Maintenance Data System Analysis (MDSA) section, 18 MOS/MXOOA. MDSA will assign/change codes in accordance with TO 00-20-2, *Maintenance Data Documentation*. Deletions cannot be processed until the appropriate agencies have deleted all personnel and equipment from the work center.

6.3.7.1. (Added) QA Personal Evaluations.

6.3.7.1.1. (Added) UTMs will load IMDS course code 030002 on all technicians that perform maintenance to include MTF instructors who sign off tasks. QA will use this course code as a method to track individuals that require a 12 month PE. QA will work with the units to forecast PEs and the units will be responsible for ensuring the individual is available. The PE will be briefed to the unit leadership through email or formal out brief. The results will be documented on an AF Form 2419 and loaded by the UTM into IMDS. The AF Form 2419, Routing and Review of Quality Control Reports, is not required to be maintained once IMDS is updated.

7.1. (Added) The 18 MOF PS&D section will:

7.1.2.1. (Added) Aircraft jacket files will contain the minimum historical component's data identified in the applicable T.O. *Scheduled Inspection and Maintenance Requirements*, -6 series and T.O. 00-20-1 on a CD. Each aircraft jacket file will be reviewed annually utilizing the jacket file checklist (located on QA SharePoint).

7.1.4.1. (Added) Pre-dock and post-dock inspection meeting attendee requirements are published in weekly 18 Wing Aircraft Flying and Maintenance Plan.

7.1.5.1. (Added) Agencies (EME, Armament, Egress, Fuels) maintaining decentralized historical records will perform annual review on documents managed. Inspection compliance will be documented on AF Form 2411, Inspection Document.

7.1.6.1. (Added) SI, TCI, and TCTO Procedures: The following outlines procedures and requirements for Cartridge/Propellant Actuated Device (CAD/PAD), survival kit and parachute and standard TCI management on F-15C/D, HH-60G, E-3 and KC135 aircraft. Refer to IMDS-CDB TRIC Code RII (screen # 904) menu to inquire for a list of Generic Configuration Status and Accounting System (GCSAS) approved part numbers for F-15C/D aircraft. The Owning Work Center (OWC) supervisor will ensure the accuracy and timely update of their portion of the IMDS-CDB TCI database. All maintenance will be documented in IMDS by maintainers creating and signing off job control numbers generating a suspense for MOF PS&D to process.

7.1.6.2. (Added) The MOS P&S will notify QA W&B Manager and appropriate Aircraft Maintenance Unit supervision of proposed aircraft assignment/reassignment by tail number and estimated time of arrival/departure.

7.1.7.1. (Added) TCTOs will be maintained in six-part folders setup as follows:

Section 1 –IMDS-CDB 663, 525 &/or CEMS Products.

Section 2 – AF Form 2410, *Inspection/TCTO Planning Checklist*.

Section 3 – Basic TCTO, Supplements & Messages.

Section 4 – E-Mail Correspondence/Vital Notes.

Section 5 – Extra Copies of TCTO and Supplements.

Section 6 – AF Form 2001, *Notification of TCTO Kit Requirements* (If Required).

7.1.8.1. (Added) Procedures for Freezing and Consolidating Aircraft and Equipment Records in the Event of an Accident: In the event of a Class A or B mishap, whether air or ground mishap, involving aircraft assigned to the 18 WG, Command Post/MOC will contact IMDS-CDB database manager, 18 MOS/MXOOA, who will perform FUD procedures.

7.1.8.1.1. (Added) After products have been generated, MOF PS&D will change the IMDS-CDB possession purpose identifier code of the mishap aircraft to signify current status of the aircraft. IMDS-CDB will be brought out of FUD mode and returned to normal processing.

7.1.8.2. (Added) 18MXG/QA will ensure that MOF PS&D is notified of the event and all agencies that maintain records for affected aircraft are notified to freeze those records.

7.1.8.3. (Added) MOF PS&D will gather all aircraft records for 18 MXG/QA. 18 MXG/QA will deliver all records to local safety office/mishap board.

7.1.8.4. (Added) The MOS P&S will notify QA W&B Manager and appropriate Aircraft Maintenance Unit supervision of proposed aircraft assignment/reassignment by tail number and estimated time of arrival/departure.

7.1.10.2. (Added) The standardized ADR cover/squadron coordination sheet created by MOF PS&D outlines the ADR process. It is maintained on Quality Assurance's sharepoint site.

7.1.11.1. (Added) The dock chief will ensure the responsible work center corrects verified erroneous data and out-of-configuration items in IMDS prior to the post-dock meeting.

7.1.12.1. (Added) Schedulers will use the most recent MSAT text files located in the shared MSAT folder to perform scheduling functions in the event MSAT or the MIS is down for more than 48 hours.

7.2.7.3. Contact the item managers at the respective ALC for assistance/extensions on TCIs with no assets available. A copy of the approved extension will be filed in the applicable aircraft's forms. Extended TCIs will keep their original due date in IMDS. Extension approvals will be loaded to the original JCN narrative to include, date of correspondence and extension date. (Except HH-60's).

7.2.7.6. F-15 Only: Aircraft being input into PDM will have all TCI assets, which have been approved for completion during PDM per the AFTO Form 103, Aircraft/Missile Condition Data, forwarded to applicable depot facility.

7.2.7.6.1. Ordering TCIs: PS&D will schedule non-munitions type items in IMDS, complete the AF Form 2005, Issue/Turn-In Request, and forward to AMU supply personnel. AMU supply will place the item(s) on order, record the supply document number and forward a copy back to MOF PS&D. If the item is an issue, supply will log the parts into TNB.

7.2.7.6.1.1. (Added) MOF PS&D will complete, for all munition type items, E-DOCS 10 days prior to the date required for scheduled parts and forward them to Munitions Accountability. MOF PS&D will send a request for requisition of parts not forecasted as requirements arise. These requests will be sent via E-DOCs or other electronic means as dictated by the MASO. To ensure the accurate accountability between the annual AFTO Form 223, Time Change Requirements Forecast, and the quarter requested, PS&D and Munitions Accountability will re-verify all requested items. PS&D will contact Munitions Accountability to schedule the issue of TCI asset. Requests to ship TCI parts to Kimhae will be made through Munitions Accountability.

7.2.7.7. Defer work orders in IMDS after the TCI has been placed on order and no parts on hand. Reschedule job in IMDS for desired date to be changed once part is on hand and planned date is established.

7.2.7.13. (Added) AMU Specialists and Weapons personnel will:

7.2.7.13.1. (Added) Requisition emergency expenditure items through MOF PS&D to 18 MUNS.

7.2.7.14. (Added) Egress will:

7.2.7.14.1. (Added) Egress/Aircraft Jacket Files will be maintained in the event of an IMDS dump or system failure and to validate the manufacturer production order (MPO) part, lot, serial number and Date of Manufacture (DOM) stamped on the component.

7.2.7.14.2. (Added) Update IMDS (screen 128), to include removal/installation actions. Load new PSN items and enter information into IMDS. Update the corrective action block upon completion of task and correct any problems before processing the suspense validation. Delete old PSN from IMDS.

7.2.7.14.3. (Added) Maintain a working copy of the CAD/PAD listing for all newly assigned aircraft or acceptance of aircraft returning from PDM.

7.2.7.14.4. (Added) Initiate, maintain and ensure currency of AF Form 68, Munitions Authorization Record, for Egress items.

7.2.7.14.5. (Added) Requisition emergency expenditures or items found unserviceable through 18 MUNS using E-DOCs.

7.2.7.16. (Added) Fuel Shop will:

7.2.7.16.1. (Added) Notify MOC and PS&D of any unscheduled foam changes for the purpose of scheduling the TCI in IMDS.

7.2.9.1. The following IMDS job flow packages will be utilized for all transfer inspections:

7.2.9.1.1. (Added) Transfer P00496 P01090 P01352 P01515.

7.2.9.1.2. (Added) F-15 Transfer: 44th PDM Acceptance: 00474/PDM INPUT 00496.

7.2.9.1.3. (Added) F-15 Transfer: 67th PDM Acceptance: 01019/PDM INPUT 1090.

7.2.9.1.4. (Added) F-15 Acceptance: 01093.

7.2.9.1.5. (Added) F-15 Permanent Transfer: 00572.

7.2.9.1.6. (Added) HH-60 Acceptance: 33701.

7.2.9.1.7. (Added) HH-60 Transfer: 01352.

7.2.9.1.8. (Added) Depot Transfer P00572 P01215.

7.2.9.1.9. (Added) KC-135 Transfer: AT (GO81). **Note:** The 961 AMU does not use locally developed flow packages. Transfer/acceptance inspections are accomplished in accordance with the Memorandum of Agreement between Pacific Air Force (PACAF) and Air Combat Command (ACC).

7.2.9.1.10. (Added) Coordinate with the -21 Equipment monitor to initiate the AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*.

7.2.9.1.11. (Added) Initiate AFTO Form 290, *Aerospace Vehicle Delivery Receipt*. Pilot should sign to take possession of the aircraft records. In turn the receiving organization should sign and the Pilot should return a copy to MOF PS&D upon return to home station.

7.2.9.1.12. (Added) Utilize AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*. Complete this form and File in the aircraft jacket file prior to transfer.

7.2.9.1.13. (Added) Utilize appropriate IMDS-CDB JSTs to create JCNs in IMDS-CDB for transfer and acceptance of aircraft.

7.2.9.1.14. (Added) Use the completed AFTO Form 103, *Aircraft/Missile Condition Data*, and applicable work specifications, as applicable, as a guide to verify work accomplished (PDM Return ONLY).

7.2.10.1. (Added) When receiving a new aircraft, MOF PS&D will coordinate the arrival of the aircraft with the AMU maintenance activities, aircrew life support and Egress so that the equipment can be inventoried.

7.2.10.2. (Added) Coordinate with AMXS and QA on equipment inventory shortage message.

7.2.11.1.1.1. (Added) Any item that is decentralized will have a valid and current DD Form 2861, *Cross-Reference*, filed in the jacket file.

7.2.11.1.2.1. (Added) Aircraft deployed over 60 days will only require a CD with automated aircraft 95's downloaded and weight and balance records, unless otherwise specified by Aircraft Maintenance Unit.

7.2.11.1.4.1. (Added) Use standardized missing form's letter located on Quality Assurance's SharePoint site.

7.2.11.1.4.2. (Added) PS&D files forms in an "inactive file" in a centralized location in the PS&D office. The inactive (pulled) AFTO Form 781 series forms will only be filed in accordance with AFI 21-101, CAF Sup, paragraph 7.2.11.1.4. and TO 00-20-1, to include missing forms letters when directed (e.g. safety/accident investigation boards and permanent aircraft transfers).

7.2.11.1.5. Because PS&D is centralized in MOF, Debrief may maintain the last seven pulled sets of AFTO Form 781s from the aircraft forms binder in a consolidated file. The debrief records will be inspected quarterly by MOF PS&D to ensure effective control and organization. MOF PS&D will annotate in the aircraft jacket file the AFTO Form 781s are in a decentralized location and reference file plan location.

7.10.7.2.1. (Added) Job Standard Master Listing (JML) will be reviewed semi-annually by owning work centers who maintain their own JST's (i.e., Munitions, AGE, and Armament) by utilizing screen 760 (JML). The following items will be reviewed: frequency, applicability and technical order references of inspections and time changes.

7.12.8. (Added) F-15 Only: Aircraft being input into PDM will have all TCI assets forwarded to Kimhae after receipt of approved AFTO Form 103.

7.12.9. (Added) Ordering TCIs: Non-munition type items PS&D schedules the item in IMDS, completes the AF Form 2005, and forwards to AMU supply personnel. AMU supply will place the item(s) on order, record the supply document number and forward a copy back to MOS PS&D. If the item is an issue, supply will log the parts into TNB.

7.12.10. (Added) Defer work orders in IMDS after the TCI has been placed on order and no parts on hand. Reschedule job in IMDS for desired date to be changed once part is on hand and planned date is established.

7.12.11. (Added) Review data entered in IMDS by the performing work center upon completion and correct any problems before processing the suspense validation via IMDS screen 128 (except egress time change items). Verify data using IMDS screens 469, 701 and 810.

7.12.12. (Added) Perform a thorough audit of all TCIs monthly using MSAT.

7.12.13. (Added) Delete replaced PSN from IMDS. Egress time change part numbers will be deleted by Egress shop.

7.12.14. (Added) Request "Out of Cycle" or "Emergency Issue" items by letter of justification signed by the MXG Commander or designated squadron commanders. (The Emergency Issue request letter is maintained on Quality Assurance's SharePoint site). **Note:** The 18 MXG/CC may delegate (in writing) the authority to approve emergency requests. Out of cycle items are those items that were not forecasted on an AFTO Form 223. Aircraft transferring into the wing after the annual forecast was completed do not require an out-of-cycle justification. Those assets were forecasted to the depot from the losing organization and production requirements were met. Changes to technical order frequencies published by AFMC will not require emergency/out-of-cycle letters.

7.12.15. (Added) AMU Specialists and Weapons personnel will:

7.12.16. (Added) Requisition emergency expenditure items through MOS PS&D to 18 MUNS.

8.2.1.8. (Added) 18 MXG/QA will manage the 18 MXG Wing Avionics Manager.

8.2.1.9. (Added) Quality Assurance (QA) will assign a Maintenance Group (MXG) Depot Manager to coordinate and submit requests for Un-programmed Depot Level Maintenance (UDLM) requests from the 18/718th Aircraft Maintenance Squadron (AMXS), 18th Equipment Maintenance Squadron (EMS) and 18th Component Maintenance Squadron (CMS).

8.10.11.3. (Added) FO will not be allowed in consolidated tool kits (CTK), except when in a FOD bag. FO found in tool kits checked into support will be classified as a major finding.

8.16.1.1.1. (Added) Functional Check Flight (FCF) Procedures.

8.16.1.1.2. (Added) Waivers to FCF requirements will be approved by the MXG/CC and the OG/CC in writing.

8.16.1.1.3. (Added) Flying Squadron Commander(s) or Aircraft Maintenance Squadron Commander(s) (AMXS/CC) will coordinate through respective group commander(s) for approval to fly a FCF profile if they deem a FCF is warranted even though not required by any of the preceding paragraphs. Considerations for FCF could include extensive maintenance performed on any aircraft system(s), extended downtime, and/or to ensure safety of flight.

8.16.1.1.4. (Added) FCFs requiring waivers or restrictions must be approved by the 18 OG/CC (CD) and 18 MXG/CC (CD). Approval must be received for each FCF attempt. As a standard, 18 OG/CC (CD) and 18 MXG/CC (CD) approval should be coordinated one day prior to scheduled flight and the respective Production Supervisor should notify the 18 MXG/MXQ FCF Manager NLT 1600 the day prior. **Note:** (N/A for HH-60G due to the fact that multiple sorties are necessary to accomplish track and balance procedures during a FCF. The 18 OG/CC (CD) and 18 MXG/CC (CD) approval is only needed for the overall FCF effort, or when significant changes occur following initial approval (pilot/crew change, weather change. etc.).

8.16.1.1.5. (Added) An aircraft entered into a FCF profile is prohibited from flying any other mission until released.

8.16.1.1.6. (Added) HH-60G specific FCF procedures:

8.16.1.1.6.1. (Added) FCF crew briefing will be conducted by the 18 MXG/MXQ FCF Manager prior to starting FCF checks.

8.16.1.1.7. (Added) FCF Documentation Procedures.

8.16.1.1.7.1. (Added) F-15/KC-135/E-3 FCF Documentation procedures. A green bordered AFTO Form 781A will be placed in front of existing AFTO Form 781A by the 18 MXG/MXQ FCF Manager to identify the aircraft as entered into FCF status. All additional discrepancies will be documented normally in the aircraft forms. The AFTO Form 781A may be transcribed at the discretion of the QA FCF manager provided the pulled forms remain with the FCF manager until the aircraft is released from FCF status. (F-15 only) If the FCF does not release, the AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance, will be folded over at the end of the flying day and a new AFTO Form 781H will be initiated for the next flying period. The green-bordered AFTO Form 781A will be filed with the FCF checklist in the aircraft jacket file upon completion of the FCF.

8.16.1.1.7.2. (Added) HH-60G FCF documentation procedures. Upon notification of FCF A Job Standard P33700 will be loaded on a green bordered AFTO Form 781A and will be placed in front of existing AFTO Form 781As by the QA FCF Manager/QA inspector. The discrepancy(s) for component(s) causing the FCF will be referred to the green bordered AFTO Form 781A. Any additional discrepancies will be documented normally in the aircraft AFTO forms 781As to include QVIs due to multiple sorties. The green bordered AFTO Form 781As and regular AFTO Form 781As will be transcribed upon FCF completion. The green page and regular AFTO Form 781As will be kept and filed together as FCF forms.

8.16.3.7. (Added) The 18th Maintenance Group Quality Assurance (18 MXG/MXQ) will:

8.16.3.7.1. (Added) Manage the FCF program maintenance practices and procedures for all 18th Wing assigned aircraft. All FCFs must be coordinated through the 18 MXG/MXQ FCF Manager before the aircraft can fly a FCF profile.

8.16.3.7.2. (Added) (F-15/KC-135/E-3) Complete a "Rated" AFTO Form 781 series aircraft forms documentation Special Inspection (SI) prior to each OCF/FCF/High-Speed Taxi attempt. (HH-60G) A "Rated" AFTO Form 781 series aircraft forms documentation Special Inspection (SI) will be performed prior to the first FCF attempt, and at the beginning of each flying day after an FCF attempt, due to multiple sorties required for Main rotor Track and Balance. The forms from the last Exceptional Release (ER) to the current ER will be reviewed. Following the

forms inspection, 18 MXG/MXQ will also complete an aircrew briefing sheet which details all aircraft systems affected during downtime. Allow 2 hours for every 100 pages to ensure a complete review.

8.16.3.7.3. (Added) Conduct a “Rated” Basic Post Flight/Preflight Quality Verification Inspection (QVI) prior to first FCF attempt. Basic Post flight/Preflight Quality Verification Inspection will not be conducted until the aircraft is flight worthy. A BPO/Pre QVI will only be valid as long as the current BPO/Pre is valid. If the current BPO/Pre expires, another BPO/Pre QVI will be accomplished prior to flight.

8.16.4.1. (Added) Coordinate with the 18 MXG/MXQ FCF Manager, when scheduled for an FCF, to determine the estimated arrival time and projected take-off time.

8.16.4.1.1. (Added) Coordinate with the 18 MXG/MXQ FCF Manager, when scheduled for an FCF, to determine the estimated arrival time and projected take-off time.

8.16.4.1.2. (Added) Coordinate with the 18 MXG/MXQ FCF Manager for briefing time and location.

8.16.4.1.3. (Added) AMU supervision will review the forms prior to the 18 MXG/QA final forms review prior to FCF. Document the review in the Green Bordered AFTO Form 781As on a Red Dash.

8.16.4.1.4. (Added) The Aircraft Maintenance Unit Production Supervisor will:

8.16.4.1.4.1. (Added) Deliver AFTO Form 781 series forms to 18 MXG/MXQ with enough time to allow a complete forms review. Approximately 2 hours per 100 pages should be used as a standard to review aircraft forms and look for safety of flight issues.

8.16.4.1.4.2. (Added) All FCFs must be coordinated through 18MXG/MXQ at least 24 hours prior to the flight. Notify the 18 MXG/MXQ FCF Program Manager and Flying Squadron Top-3 (Squadron Commander, Director of Operations or Assistant Director of Operations) when the aircraft pending FCF is forecasted to be ready. For KC-135 aircraft, coordinate with the aircrew and provide them with the aircraft forms no later than 24 hours prior to the FCF. HH-60 will coordinate with QA and aircrew as required.

8.16.4.1.4.3. (Added) The “Red Xs” for aircraft impoundment and/or the original discrepancy may be downgraded for High-Speed Taxi Checks, if applicable.

8.16.5.1.1. (Added) Tailored FCF profiles may be flown with pylons and externals, pending approval from 18 OG/CC (CD). **Exception:** Tailored Engine profiles may not be flown with centerline tanks due to shutdown and restart checks. (18 AMXS only)

8.16.5.1.2. (Added) (KC-135) If maintenance personnel required to be on board for the FCF, it should coordinated with the FCF aircrew no later than the FCF aircrew briefing the day prior to the FCF.

8.16.6. OCFs will be handled in the same manner as FCFs.

8.16.7.1. (Added) If a transient aircraft requires a FCF, the 18 MXG/CC will coordinate with the owning MXG/CC or equivalent to define procedures for completion of the FCF.

8.16.7.2. (Added) OCFs should be flown in the same configuration at which the discrepancy occurred.

8.16.7.3. (Added) QA will conduct a “Rated” Basic Post Flight/Preflight Quality Verification Inspection (QVI) prior to first OCF attempt. (N/A HH-60).

8.18.1.1. (Added) A High-Speed Taxi is defined as greater than normal taxi speed (25 knots). High-Speed Taxi checks will be authorized by the 18 OG/CC (CD) in coordination with the 18 MXG/CC (CD).

8.18.1.2. (Added) Before a High-Speed Taxi Check is attempted, 18 MXG/MXQ must ensure proper aircraft configuration and compute the center of gravity if any aircraft components are removed.

8.19.1.5.1. (Added) The QA W&B Manager will determine if change(s) in the status of Chart A equipment will affect the center of gravity and stability of the aircraft prior to flight.

8.19.1.5.2. (Added) Notify QA W&B Program Manager for weight and balance computation update at least four hours prior to next flight if the equipment remains removed or installed.

8.19.1.5.3. (Added) (F-15 only) AMU/Squadron personnel will contact QA and NDI when flight control surfaces are changed from honeycomb to gridlock or from gridlock to honeycomb. If there is any doubt on the type of surface being removed/installed, contact QA to verify Weight and Balance requirement.

8.19.1.5.4. (Added) (KC-135) Standard Floor Configurations. KC-135 assigned to Kadena will be configured in standard configurations according to the 909th Configuration Control Book. This book will be placed by QA in the Weight and Balance Handbook on the aircraft.

8.19.1.5.5. (Added) All -21 and Life Support items will be placed in a standard location according to the Configuration Control Book or the Air Crew.

8.19.1.5.6. (Added) If any Chart A item is permanently installed or removed, QA will be notified to update the weight and balance records. QA will ensure the primary and the supplemental weight and balance handbook records are updated.

8.19.1.5.7. (Added) QA will provide the Weight and Moment information for each Standard Configuration to aid in the completion of the Form F by the Boom Operator.

8.19.1.5.8. (Added) (E-3 only) Forward Compartment High Priority Mission Support Kit (HPMSK). The 961st AMU Supply Section will weigh HPMS kits upon receipt from main supply. When the HPMS kits are installed on the aircraft, the weight and location of the kits will be entered as an info note in the aircraft forms. This is to assist the Flight Engineer with the preparation of the Form F. The info note will be updated accordingly if the location or weight of the kits changes.

8.19.3. (Added) (F-15 Only) Weight and balance procedures for F-15 loading:

8.19.3.1. (Added) (F-15 Only) The QA Weight and Balance manager will review the weekly flying schedule and review the AFTO Form 781s for each aircraft and configuration to verify the weight and CG will be within limits in accordance with TO 1F-15C-5.

8.19.3.2. (Added) AMUs will notify the QA Weight and Balance Manager one day prior to update aircraft Chart A inventory prior to next flight.

8.19.3.3. (Added) Weighing the aircraft. Provide the following: aircraft PAS number, start time, names of three individuals (Jack Team Qualified) that will be assisting the weigh. Note: QA will

be Jack Team Super. All required equipment, i.e. jacks, 2 fuel bowzers with telescoping drains, oil cart, hydro cart, tool box and jacking tech data will be on the spot at the start of the weigh.

8.19.3.4. (Added) Pre-paint/Pre-weigh Chart "A" Inventory.

8.19.3.5. (Added) Aircraft Weight & Balance Waiver Procedures.

8.19.3.6. (Added) Aircraft Maintenance Units will forward waiver request to QA W&B Manager. Identify the following: aircraft tail number, MDS, date aircraft weigh required, requested length of extension, justification and unit POC. The W&B Manager will validate request and forward to 18 MXG/CC (CD) for review. The W&B Manager will forward waiver request to appropriate depot waiver authority.

9.4.6.8. (Added) Uninstalled engines will be impounded if any of the following incidents occur: fire, augments burn through, turbine or compressor damage due to failure of any engine component.

9.4.11.4. (Added) Aircraft or engine fire, including electrical burn damage. **Exception:** APU/JFS fire does not warrant automatic impoundment unless determined by Impoundment Authority.

9.4.12. (Added) In-flight occurrence of the following will also result in automatic impound:

9.4.12.1. (Added) If an unsafe flight condition (as determined by aircrew and maintenance during debrief) is caused by any unscheduled internal fuel feed, uncommanded fuel dump, transfer or inability to transfer fuel. (Only required for IFE condition)

9.4.12.2. (Added) (F-15 only) Double generator or single generator failure coupled with emergency generator failure in flight.

9.4.12.3. (Added) Lost tools, items or equipment on or in close proximity of an aircraft or uninstalled engine that are not found after an initial one hour search will be referred to the 18 MXG/CC or CCD for impoundment consideration.

9.4.12.4. (Added) Inadvertent gun firing or in-flight gun jam. Aircraft experiencing an in-flight gun jam will be impounded until the gun system is removed. Once removed from the aircraft the impoundment will be transferred to the gun system.

9.4.12.4.1. (Added) Helicopters landing with hot/jammed guns will have the gun impounded at the discretion of HMU Supervision.

9.4.12.5. (Added) Any third time repeat/recur NMC MESL items.

9.4.12.6. (Added) Aircraft with hung ordnance (other than Chaff/Flare) will be impounded until the cause has been determined/aircraft has been repaired.

9.6.6. Aircraft Impoundment Responsibilities and Procedures.

9.6.6.1. Attach a red-bordered AFTO Form 350, Reparable Item Tag, with block 14 annotated, "Impounded Aircraft," to all removed components associated with the impoundment discrepancy.

9.6.6.2. (Added) No maintenance will be performed other than installation of required safety devices, until the Impoundment Official is assigned and released the aircraft for maintenance.

9.6.6.2.1. (Added) In the event of a catastrophic gun system failure, before maintenance is performed, the Wing Weapons Manager will coordinate with the MXG/CC, production superintendents, and AMXS supervision to determine the need for the Munitions Rapid Response Team.

9.6.6.2.2. (Added) If munitions cannot be made safe, restrict aircraft access to the minimum mission essential personnel needed to resolve the unsafe condition.

9.6.6.2.3. (Added) If the aircraft impoundment is transferred from the aircraft to the gun, the impoundment official will notify MOC, QA, Wing Weapons Manager, and Mx Supervision of the unit assuming impoundment authority.

9.6.6.3. (Added) Ensure aircraft be segregated and identified as impounded. Ensures signs/high-visibility cones which read "IMPOUNDED AIRCRAFT" are placed at the nose, wing tips, and tail of the aircraft.

9.6.6.4. (Added) Impoundment Official will use the impoundment checklist (See QA Share Point) to ensure the following actions occur:

9.6.6.5. (Added) The Impoundment Official will contact QA, and inform them that the aircraft has been released for "All maintenance, troubleshooting or restricted maintenance."

9.6.6.6. (Added) If the aircraft is impounded for the engine and the affected engine is sent to CMS/repair facility, the aircraft impoundment will be cleared. The affected engine will be impounded by CMS/repair facility. If the squadron has repair capabilities, the impound will remain in the squadron and the Impoundment Authority will assign an Impoundment Official for the effected engine. Coordinate transfer of the engine and all significant documentation to the 18 CMS Propulsion Flight Impoundment Official. (F-15 only) ensure the engine transfer is annotated on the KADENAAB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell Impoundment*, and attached to the engine when transferred.

9.6.6.7. (Added) In the event an aircraft is impounded for an engine related problem, while in the Hush House during an engine run, the Hush House will also be impounded. The aircraft will not be removed from the Hush House until the Hush House impoundment investigation has been released by 18 WG FOD Manager and/or 18 WG Safety. Documentation of Hush House impoundment and release will be annotated on the Hush House AFTO Form 244, and the KADENAAB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell/Impoundment Form*.

9.6.6.8. (Added) Notify MOC and QA after the aircraft has been released with the date, time, and person who signed off the release of the aircraft.

9.6.6.9. (Added) QA will:

9.6.6.9.1. (Added) Place red-bordered impoundment pre-prints in front of the current active AFTO Form 781A. The impoundment pre-prints will be numbered separately from the other AFTO Form 781As. Enter a red X in the red-bordered AFTO Form 781A pre-print "Aircraft impounded in accordance with AFI 21-101, CAF Sup and/or Kadena Sup, for (enter discrepancy). Aircraft released to IO: (enter IO name)" Add page number...1A, etc...

9.6.6.9.2. (Added) Contact 18 WG Safety to determine if a safety investigation is required and document AFTO Form 781s accordingly. If a safety investigation is required, coordinate with 18 WG Safety prior to releasing the aircraft. In conjunction with flight safety determine the need to submit any PQDRs.

9.6.6.9.3. (Added) 18 MXG Quality Assurance will conduct a “Rated” SI forms review on all actions related to the impound only.

9.6.6.10. (Added) Engine/Equipment (AGE) Impound Procedures.

9.6.6.10.1. (Added) Engine/Equipment Impoundment Official will use the impoundment checklist to ensure the following actions occur:

9.6.6.10.2. (Added) Ensure the engine/equipment is protected from unauthorized maintenance or cannibalization until authorized by 18 WG Safety or the 18 WG FOD Manager as applicable.

9.6.6.10.3. (Added) Place the KADENAAB Form 70 with a red border into the in-shop engine work package. Equipment will also have a Red X entered into the AFTO Form 244.

9.6.6.10.4. (Added) Perform a CSI on engine/equipment forms following repairs and ensure accuracy of the KADENAAB Form 70 prior to clearing the impoundment.

9.6.6.10.5. (Added) If the engine/equipment was impounded for a lost tool, ensure a CAF Form 145, *Lost Tool/Object Report*, accompany the aircraft forms or work package and records.

9.6.6.10.6. (Added) Notify QA when Engine/Equipment has been released.

9.6.6.11. (Added) Impoundment While TDY/Deployed.

9.6.6.11.1. (Added) Release the aircraft to the assigned Impoundment Official and clear the discrepancy for the release by entering “Aircraft released to Impoundment Official (MSGT J. Doe) for (all maintenance/troubleshooting/limited release).”

9.6.6.11.2. (Added) In the event that there are no qualified Impoundment Officials present during the deployment, the Impoundment Official will be the most qualified SNCO available.

10.2.1.3.1. (Added) Tools covered under a manufacturer’s warranty tool replacement program, the Support Section Chief will ensure strict control of warranty tools.

10.2.1.3.2. (Added) The Warranty Tool Program Manager will ensure broken or damaged warranty tools are isolated and maintained under strict control until properly placed in accordance with manufacturer warranty tool replacement procedures.

10.2.1.4.1.1. (Added) A general purpose form (such as AF Form 3131, *General Purpose*) will be used to annotate log entries when a tool/item is added or removed from the inventory stock.

10.2.1.4.3. (Added) Spare tools will be kept locked at all times.

10.2.1.5.1. (Added) The Production Supervisor will authorize all flight line CTK turnovers and keep transfers to a minimum. When transfers do occur, the person being relieved of the CTK and the person assuming control of it will inventory the CTK. A section chief, cell boss, or a representative from the support section must also inventory the CTK. Use an AF Form 1297, *Temporary Issue Receipt*, to issue the CTK to the next person. The person being relieved of control of the CTK will ensure the hand receipt is delivered to the Support Section. This will relieve him or her from responsibility for the CTK. These turnovers will be treated as if the CTKs were being turned in or signed out at the Support Section.

10.2.1.9.3. (Added) Rags will be controlled as a CTK item. Rags will be kept and issued in zip-lock or self-closing pouches with a quantity of five or ten per bag. EID number and quantity will

be identified on the outside of the container. Rags should be no larger than 18-inch square and the size must be consistent throughout the unit.

10.2.1.9.4. (Added) 18 MXG Units will develop procedures to account and document the total number of rags in their Unit. These procedures will as a minimum:

10.2.1.9.4.1. (Added) Account and document the initial number of rags received from their rag supplier.

10.2.1.9.4.2. (Added) Account and document the number of rags sub located to CTKs, issue bins, temporary rag storage areas and dirty rags, to include rags that are disposed of under Haz Waste instructions.

10.2.1.9.4.3. (Added) Must be able to match at all times all the number of rags within their support sections to the initial number of rags issued.

10.2.1.9.4.4. (Added) Canopy cloth will be issued and maintained in accordance with rag control procedures.

10.2.1.11.1. (Added) Locally manufactured/developed tools and equipment will be controlled in the same manner as purchased tools or equipment.

10.2.1.12.1. (Added) When a depot team, factory representative or contract field team works on aircraft or equipment they will comply with applicable Air Force procedures for tool control and accountability.

10.2.1.14.1. (Added) Crash recovery equipment will be stored in mobile trailers and treated as normal CTKs.

10.2.1.15.1. (Added) Single persons are not authorized to sign in/out a CTK. Squadron production supervisors or senior maintenance personnel may act as a second party to conduct an inspection of the tool kit when normal support section personnel are unavailable. Organizations without a production supervisor on duty may request a second party from another squadron.

10.2.1.16.1. (Added) Units will identify, by name and/or work center, individuals authorized access to tool rooms.

10.3.5.1. (Added) Tools, which are no longer part of the CTK or shadow board, will have the respective cutout filled.

10.3.6.5.2. (Added) When the item is repaired/replaced, write in the date and CTK technician's initials on the CAF Form 140, CTK Inventory and Control Log, or locally developed form.

10.3.6.5.3. (Added) Define damage as something that could potentially affect use of the tool.

10.3.7.1.1. (Added) Unserviceable Equipment/Item: An AFTO Form 350, filled out according to 00-20-2, will be attached to the equipment/item reflecting the discrepancy. If removed from support for repair, TAS will be updated or AF Form 1297 will be annotated.

10.3.14. (Added) All CTKs, test equipment and storage containers that are subject to flight line use will be outlined using reflective surface on each edge.

10.3.15. (Added) Rollaway type kits will have a device to prevent doors from opening during transport. If external metal bar is used, it will be etched.

10.3.16. (Added) A master CTK continuity folder/binder will be maintained for each area of responsibility. Continuity folders/binders will contain the following tabs:

10.3.16.1. (Added) Tab A: Letter(s) of appointment, for CTK custodian.

10.3.16.2. (Added) Tab B: AFI 21-101, CAF Sup. (**Note:** 909th AMU will use AFI21-101 AMC Sup)

10.3.16.3. (Added) Tab C: AFI21-101, CAF Sup, Kadena Sup (**Note:** 909 AMU will use AFI21-101, AMC Sup) and approved procedures if a bar code system or computer system if used.

10.3.16.4. (Added) Tab D: List of all CTK EIDs assigned.

10.3.16.5. (Added) Tab E: Master inventory sheets for CTKs. Only one inventory needed for standardized CTK. (CA/CRL items that are located in CTK will be annotated on inventory).

10.3.16.6. (Added) Tab F: CAF Form 140, *CTK Inventory and Control Log*, and CAF Form 145, *Lost Tool/Object Report*.

10.3.16.7. (Added) Tab G: Cross reference letter (See QA SharePoint).

10.3.16.8. (Added) Tab H: Letters of authorization for modified tools/equipment and consumable materials listing.

10.3.16.9. (Added) Tab I: Spare Tool Inventory List or see TAS for listing.

10.3.16.10. (Added) Tab J: List of explosion proof lights by EID, type of light, and inspection due dates.

10.3.16.11. (Added) Tab K: Items listed on the CA/CRL.

10.3.16.12. (Added) Tab L: Copies of all current AF Form 1297, for equipment issued to outside agencies unless tracked in TAS.

10.4.1.1.7. (Added) Items signed out for deployment will be documented in TAS or AF Form 1297.

10.4.1.1.8. (Added) For mission essential equipment and CTK items that require long-term check out (i.e. Radios, Jack Pads, Impoundment Cones, Speedbrake Struts etc.) shall be identified in TAS or an AF Form 1297 as a long-term sign out item.

10.4.2.2.1. (Added) All CTKs will be inspected/inventoried semi-annually. MXG/CC will implement a more stringent inspection cycle if environmental factors dictate. Schedule individual CTKs and contents for a thorough inspection/inventory (inspect for rust, broken tool, legible etching, adequate tools etc.). Maintain a copy of the inventory in the master MIL book until the next custodian change.

10.4.2.2.2. (Added) The semiannual inspection will be updated/tracked in TAS.

10.5.1.3.2. (Added) Locks that are not an integral part of CTK shall be attached using chain or cable and swedged. Locks and keys must be marked with AFI 21-101 abbreviated EID number. All keys for flight line CTKs must have a "high visibility" streamer attached by a cable and swedge.

10.5.1.3.3. (Added) Intake and exhaust coveralls that are maintained by the CTK support section will be marked identifying the owning unit. (i.e. INTAKES AND EXHAUST USE ONLY with 9-digit EID).

10.5.1.3.4. (Added) Canvas tool bags are authorized to be used when it is not feasible to work out of a dispatched CTK or the entire CTK is not required for the task. Bags will be marked with a 9 digit EID number.

10.5.1.3.5. (Added) 18 MXG Parent CTK World Wide Identification (WWID) codes:

10.5.1.3.5.1. (Added) 18th Aircraft Maintenance Squadron.

10.5.1.3.5.2. (Added) 44 AMU-KBXB.

10.5.1.3.5.3. (Added) 67 AMU-KBXC.

10.5.1.3.5.4. (Added) 718th Aircraft Maintenance Squadron.

10.5.1.3.5.5. (Added) 909 AMU-KBXH.

10.5.1.3.5.6. (Added) 961 AMU-KBXG.

10.5.1.3.5.7. (Added) 33 AMU-KBXL.

10.5.1.3.5.8. (Added) 18th Component Maintenance Squadron.

10.5.1.3.5.9. (Added) Electro-Environmental-KBCE.

10.5.1.3.5.10. (Added) Egress-KBCG.

10.5.1.3.5.11. (Added) Fuels South-KBCS.

10.5.1.3.5.12. (Added) Fuels North-KBCN.

10.5.1.3.5.13. (Added) Hydraulics-KBCH.

10.5.1.3.5.14. (Added) Avionics-KBCV.

10.5.1.3.5.15. (Added) PMEL-KBCD.

10.5.1.3.5.16. (Added) Propulsion-KBCP.

10.5.1.3.5.17. (Added) 18th Equipment Maintenance Squadron.

10.5.1.3.5.18. (Added) AGE-KBEA.

10.5.1.3.5.19. (Added) Armament-KBEB.

10.5.1.3.5.20. (Added) A/R North-KBEC.

10.5.1.3.5.21. (Added) KC-135 ISO-KBED.

10.5.1.3.5.22. (Added) TA-KBEE.

10.5.1.3.5.23. (Added) F-15 Phase-KBEF.

10.5.1.3.5.24. (Added) Structural South-KBEG.

10.5.1.3.5.25. (Added) Corrosion-KBEH.

10.5.1.3.5.26. (Added) Structural North-KBEJ.

10.5.1.3.5.27. (Added) Metals Tech-KBEK.

10.5.1.3.5.28. (Added) NDI-KBEL.

10.5.1.3.5.29. (Added) Survival-KBEM.

- 10.5.1.3.5.30. (Added) URS North-KBEN.
- 10.5.1.3.5.31. (Added) URS South-KBEP.
- 10.5.1.3.5.32. (Added) A/R South-KBER.
- 10.5.1.3.5.33. (Added) H-60 Phase-KBES.
- 10.5.1.3.5.34. (Added) Wheel and Tire-KBEW.
- 10.5.1.3.5.35. (Added) 18th Munitions Squadron.
- 10.5.1.3.5.36. (Added) Production Flight-KBMA.
- 10.5.1.3.5.37. (Added) Equipment Maintenance-KBMB.
- 10.5.1.3.5.38. (Added) Precision Guided Maintenance-KBMC.
- 10.5.1.3.5.39. (Added) Fabrication-KBMF.
- 10.5.1.3.5.40. (Added) Conventional Maintenance-KBMH.
- 10.5.1.3.5.41. (Added) ISO Maintenance-KBMV.
- 10.5.1.3.5.42. (Added) Material Flight-KBMJ.
- 10.5.1.3.5.43. (Added) Munitions Inspection-KBMM.
- 10.5.1.3.5.44. (Added) Munitions Support-KBMN.
- 10.5.1.3.5.45. (Added) Munitions Accountability-KBMY.
- 10.5.1.3.5.46. (Added) Systems Flight-KBMP.
- 10.5.1.3.5.47. (Added) MUNS TODO-KBMR.
- 10.5.1.3.5.48. (Added) PACAF Munitions Seminar-KBMS.
- 10.5.1.3.5.49. (Added) Munitions Control-KBMT.
- 10.5.1.3.5.50. (Added) MUNS Facilities-KBMU.
- 10.5.1.3.5.51. (Added) MUNS Mobility-KBMW.
- 10.5.1.3.5.52. (Added) Munitions Training-KBMX.
- 10.5.1.3.5.53. (Added) 18th Maintenance Operations Squadron.
- 10.5.1.3.5.54. (Added) Wire Analysis-KBGF.
- 10.5.1.3.5.55. (Added) Quality Assurance-KBDQ.
- 10.5.1.3.5.56. (Added) WS-KBWS.
- 10.5.1.3.5.57. (Added) Associate Units.
- 10.5.1.3.5.58. (Added) 733 AMS-KBAM.
- 10.5.1.3.5.59. (Added) 390 IS-KBIS.
- 10.5.1.3.5.60. (Added) 82 RS-KB2S.
- 10.5.1.3.5.61. (Added) Det 3-KBDT.

10.5.1.3.5.62. (Added) Det 15-KBFT & KB37.

10.5.1.3.5.63. (Added) CLS-KBCFT.

10.5.1.3.5.64. (Added) 353 SOG.

10.5.1.3.5.65. (Added) Support Section - KBST.

10.5.1.3.5.66. (Added) Aero-Repair- KBSA.

10.5.1.3.5.67. (Added) Comm/Nav Backshop - KBSO.

10.5.1.3.5.68. (Added) Electronic Warfare -KBSE.

10.5.1.3.5.69. (Added) Fuel Shop - KBSF.

10.5.1.3.5.70. (Added) Sheet Metal- KBSM.

10.7.1.5. (Added) When a situation requires two or more work centers to operate from a single tool room/support section. One supervisor will be charged with management/accountability of all the tools and equipment. Supervision will be appointed from one of the using work centers.

10.8.1.5.1. (Added) Personnel assigned to 18 MUNS will contact Munitions Control, and Munitions Control will notify MOC. A CAF Form 145 will be initiated, and aircraft/equipment will be impounded, if necessary.

10.8.1.5.2. (Added) When a tool/item is lost, the initial search will be completed within 1 hour. If the item is not recovered after the initial search, MOC will be notified and a CAF Form 145 initiated.

10.8.1.5.3. (Added) MOC will issue the control numbers for all CAF Form 145s. These numbers will consist of 4 digit year, a 3 digit Julian date and a three-digit sequence number. These numbers will not restart at 001 each day, but will continue until end of the calendar year, i.e. (YYYY-Julian date-Sequence #) 2001-001-001, 2001-010-002, etc. **Example:** First block on form (Base – KAB 2008-001-001).

10.8.1.5.4. (Added) During TDY, lost tool/item information will be called back to the 18 WG MOC to get a control number. MOC will notify QA when a lost tool/item control number has been issued/changed.

10.8.1.5.5. (Added) Unit supervision will designate an Investigating Official (IO). The IO is/are responsible for performing and coordinating search for lost tool/item and reporting findings in the remarks section of the lost tool report. The investigation will encompass factors that lead to the loss of tool/item and any delays in discovery and reporting of missing tool/item. If a lost tool report is started with a control number assigned, the report must be completed even if item is located prior to the report being finished.

10.8.1.8.1.1. (Added) CAF Form 145 MX SUPT Block 8: If item was found and it did not result in an aircraft impoundment Squadron Operations Officer/MX SUPT can sign this block. If item resulted in aircraft impoundment, (whether found or not), only 18 MXG/CC or designated representative can sign this block.

10.8.1.8.1.2. (Added) If the lost tool/item was not found, the investigating official will notify the Operations Officer/MX SUPT who will determine if the search should be terminated.(paragraph

10.8.1.9) If the tool/item is not recovered, the CAF Form 145, block 8, will be cleared by the 18 MXG/CC or designated representative.

10.8.1.8.1.3. (Added) Directions for completing CAF Form 145 block 6 and block 7.

10.8.1.8.1.3.1. (Added) CAF Form 145 Block 6 will be signed by the CTK custodian or a designated representative prior to block 8 being signed by requirements established in paragraphs 10.8.1.8.1.1. and 10.8.1.8.1.2., Kadena AB SUP.

10.8.1.8.1.3.2. (Added) CAF Form 145 Block 7 will be signed by 18 MXG/QA upon completion of block 6 and block 8 signatures. The completed form will be stamped "File Copy" and the duplicate will be given to the individual routing the form to be filed with the appropriate CTK custodian.

10.8.1.8.1.3.3. (Added) Units will bring the original completed CAF Form 145 to the QA office within two duty days after search is completed. If the lost tool/item is associated with an aircraft impoundment, the report will be filed with QA no later than the next duty after the impoundment is cleared by 18 MXG/CC or designated representative. (Paragraph 10.8.1.5.)

10.8.1.8.1.3.4. (Added) The applicable unit will maintain a copy of the completed CAF Form 145 in their master CTK continuity folder/binder. If the lost tool/item was not found and involved an aircraft, QA will forward a copy of the completed CAF Form 145 to MOS PS&D. MOS PS&D will file and retain these forms in applicable aircraft jacket file. All applicable lost tool/item reports will be maintained for 1 year, except for those filed in the aircraft jacket files. These will remain through the next scheduled depot inspection.

12.1.15.3. (Added) Refer to AFI 21-101, Kadena Sup , Chapter 14 and AFMAN 91-201, 18 WG Sup, *Explosive Safety Standards*, for parking, launch, recovery and end-of -runway procedures for explosive loaded aircraft and impoundment procedures for aircraft with hung ordinance or jammed gun systems.

14.6.2.1. (Added) The 18 MXG Wing Avionics Manager is the base ASIP project officer. The 18 ASIP program will be outlined in a local OI.

14.8.12. (Added) General CANN Procedures:

14.8.12.1. (Added) CANN Authorities will:

14.8.12.1.1. (Added) Determine the CANN source. If it is necessary to CANN from another AMU or from an in-shop activity, the CANN Authority will coordinate with the respective unit supervision. Once a donor source has been established, notify AMU COSO. The COSO will contact the donor AMU or back shop to initiate CANN action.

14.8.12.1.2. (Added) Ensure component has been verified zero balance on base prior to physical removal from CANN Aircraft. **Exceptions:** Red ball maintenance covered in this instruction.

14.8.12.1.3. (Added) The AMU COSO or the F-15C/D Consolidated Support Section will:

14.8.12.1.4. (Added) Input CANN data into IMDS/GO81.

14.8.12.1.5. (Added) Annotate all applicable blocks of the AMU's CANN LOG.

14.8.12.1.6. (Added) Change data on the AF Form 2005, Issue/Turn-In Request, to reflect the CANN.

14.8.12.1.7. (Added) Notify LRS Material Management Flight (MICAP Section) of CANN action, including the new mark for, job control number, and delivery destination for the part or asset.

14.8.12.1.8. (Added) Compile a list of CANN items required for TDY/Deployment. This list will be routed through the AMU OIC/SUPT for review prior to CANN.

14.8.12.1.9. (Added) Provide a copy of the AF Form 2005 to the losing organization's supply representative, if the part is coming from another organization.

14.8.12.1.10. (Added) Notify the production supervisor when the serviceable item is received in the tail number bin (TNB) and load availability of asset in IMDS.

14.8.12.1.11. (Added) The AMU COSO will process engine CANNs from engine to engine using the CANN job control number. The Propulsion Flight will follow up on all "T" and "U" actions with appropriate squadron supervision. The AMUs will be responsible for clearing the due-in-from-maintenance (DIFM) assets.

14.8.13. (Added) CANN to fill Mobility Ready Support Packages (MRSP)/Mission Support Kits (MSK) TDY Parts Kits:

14.8.13.1. (Added) Upon verification of zero balance condition with Base Supply, the requesting AMU COSO will create a IMDS/GO81 job for each part required.

14.8.14. (Added) CANN from Aircraft in Depot Status:

14.8.14.1. (Added) The MXG/CC or CD will approve all CANNs from Depot Status aircraft.

14.8.15. (Added) F-15C/D CANN Aircraft Management Program:

14.8.15.1. (Added) 18 AMXS MOO/SUPT will maintain centralized Cann management and oversight through the designated 18 AMXS CANN Managers.

14.8.15.2. (Added) Responsibilities:

14.8.15.2.1. (Added) 18 AMXS MOO/SUPT will assign the 18 AMXS CANN Managers.

14.8.15.2.1.1. (Added) The 18 AMXS CANN Aircraft Managers will:

14.8.15.2.1.1.1. (Added) Attend a pre-dock prior to start of CANN status with PS&D and the owning AMU. Prioritize any additional maintenance actions and TCTOs to be accomplished during CANN status.

14.8.15.2.1.1.2. (Added) Report delays in CANN rebuild to owning MOO/SUPT.

14.8.15.2.1.1.3. (Added) Report daily dock status to Squadron Maintenance and AMU Supervision.

14.8.15.2.1.1.4. (Added) Aircraft forms will be routed to 18MXG /QA every 14 days for review if aircraft enters hangar queen status.

14.8.15.2.1.1.5. (Added) Accomplish the F-15 CANN preparation checklist prior to placement in CANN status prior to action and place the completed checklist in the aircraft forms. See QA SharePoint for attachment

14.8.15.2.1.1.6. (Added) Monitor all forms and IMDS documentation daily for proper annotations. Ensure documentation is complete for all maintenance actions performed. Forward any documentation errors to the appropriate Unit's Supervision to be corrected.

14.8.15.2.1.1.7. (Added) Perform daily aircraft parking spot inspections in accordance with applicable AFOSH STDs.

14.8.15.2.1.1.8. (Added) Prior to disconnecting the mooring weight, coordinate with QA to verify the aircraft CG is still within limits. Document the aircraft forms on an informational note for the verification.

14.8.15.2.1.2. (Added) The 18 MXG/QA will:

14.8.15.2.1.2.1. (Added) Complete a "Rated" AFTO Form 781 series forms review and POST/PREFLIGHT QVI prior to the first flight out of CANN status.

14.8.15.2.1.2.2. (Added) Do a CG verification when the aircraft enters CANN status, prior to towing, and jacking operations if required by applicable technical data.

14.8.15.2.1.3. (Added) The F-15 AMU s will:

14.8.15.2.1.3.1. (Added) Coordinate and attend CANN Aircraft pre-dock. Perform a pre-CANN document review. Discuss all preventive maintenance, TCTO, DDs, and refurbishment actions that could be accomplished while the aircraft is in CANN status.

14.8.15.2.1.3.2. (Added) Coordinate and attend post-dock before the aircraft's first flight with PS&D and the 18 AMXS CANN Managers to validate the accomplishment of additional maintenance and TCTOs.

14.8.15.2.1.4. (Added) MOS Plans & Scheduling will:

14.8.15.2.1.4.1. (Added) Host a pre/post dock meeting for each CANN aircraft.

14.8.15.2.1.5. (Added) General F-15 Procedures:

14.8.15.2.1.5.1. (Added) The AMU Production Supervisor will designate the CANN aircraft. An AF Form 2410, *Inspection/TCTO Planning Check Sheet*, will be used to document all preventive maintenance, TCTOs, scheduled maintenance, inspections, DDs, and refurbishment actions that will be accomplished during CANN.

14.8.15.2.1.6. (Added) Engine-to-aircraft cannibalizations:

14.8.15.2.1.6.1. (Added) The AMU production supervisor will coordinate with CMS Production Supervisor to determine the availability of parts for CANN action.

14.8.15.2.1.6.2. (Added) The JEIM Section Chief or designated CANN official will:

14.8.15.2.1.6.2.1. (Added) Determine if a suitable part is available and has sufficient time remaining. Notify EME of all CANN actions affecting serially controlled and TCI parts.

14.8.15.2.1.6.2.1.

1. (Added) Note: If the cannibalization takes place when EME is off shift the JEIM Section will notify EME the next duty day.

14.8.15.2.1.6.2.2. (Added) The AMU Production Supervisor will have the AMU COSO process the CANN action.

14.8.15.2.1.6.2.2.

1. (Added) Note: If IMDS is down, the AMU Support Section will provide the Propulsion Flight supply section with a fully documented AF Form 2005.

14.8.15.2.1.6.3. (Added) AMU and the Propulsion Flight COSO will:

14.8.15.2.1.6.3.1. (Added) Coordinate with the JEIM Section Chief or designated CANN official to get the end item (i.e. engine, module, ESS component etc.) serial number and job control number (JCN) from which the part will be cannibalized.

14.8.15.2.1.6.4. (Added) Provide the AMU COSO with the end item serial number and JCN.

14.8.15.2.1.6.4.1. (Added) Record the CANN action in the local CANN log.

14.8.15.2.1.6.4.2. (Added) Update supply computer records.

14.8.15.2.1.6.5. (Added) AMU technicians will provide JEIM with the defective part to ensure the DIFM is cleared.

14.8.15.2.1.6.6. (Added) The donor work center technician cannibalizes the part per the JEIM Section Chief's or designated CANN official's request.

14.8.15.2.1.6.7. (Added) The donor work center technician will install the replacement part.

14.8.15.3. (Added) Engine-to-engine cannibalizations:

14.8.15.3.1. (Added) In the event of that an engine-to-engine CANN is necessary (serially controlled or time change only), the JEIM Section Chief or designated CANN official will:

14.8.15.3.1.1. (Added) Notify the Propulsion COSO of the pending CANN action.

14.8.15.3.1.2. (Added) Provide the Propulsion COSO the serial numbers and JCNs for the donor and receiving end items in addition to the due out document number.

14.8.15.3.2. (Added) The Propulsion COSO will:

14.8.15.3.2.1. (Added) Generate the CANN work order screen #083 sending the removal copy (T) of the IMDS work order notification to the technician performing the CANN action and retains the installation copy (U) of the IMDS work order notification in suspense until the replacement parts are received.

14.8.15.3.2.2. (Added) Accomplish paragraphs 14.8.15.2.1.6.4.1. and 14.8.15.2.1.6.6.

14.8.15.3.3. (Added) The donor work center technician cannibalizes the part per the JEIM Section Chief's or designated CANN official's request and takes ATC "T" in IMDS per T.O. 00-20-2, table 5-1.

14.8.15.3.4. (Added) When the replacement part issues the Propulsion COSO will:

14.8.15.3.4.1. (Added) Will update the "U COMP" column of the CANN log with the date and time the part was received.

14.8.15.3.4.2. (Added) Update IMDS from DAP/DGP to DAM/DGM status.

14.8.15.3.4.2.1. (Added) Note: This releases the installation ATC "U" at the donor work center.

14.8.15.3.4.3. (Added) Notify the donor work center of receipt of the part.

14.8.15.3.5. (Added) The donor work center technician will install the replacement part and complete the ATC “U” in IMDS per T.O. 00-20-2, Table 5-1.

14.8.15.4. (Added) If a CANN action is required during periods of weekend standby, the ranking standby person will call one of the designated CANN officials from the respective element the cannibalized part will come from to coordinate CANN procedures.

14.8.15.5. (Added) COSO personnel will reconcile the cannibalization log daily with the JEIM Section Chief or designated CANN officials within each respective element in addition to EME.

14.11.1.4.1. (Added) If QA is not available at the deployed location, the senior maintenance officer or most senior SNCO will be responsible for conducting the DO investigation, determining the cause and providing a complete report to the 18 WG DOP Manager and QA.

14.11.1.4.1.1. (Added) The unit production supervisor or expeditor will immediately notify MOC of a dropped object (DO). MOC will immediately notify the 18 WG DOP Manager, QA, 18 WG Safety and the 18 WG Command Post.

14.11.1.4.2. (Added) Depending on the value of the item lost, the investigating office may be QA or the Flight/Ground Safety office.

14.11.1.4.2.1. (Added) A report of findings will be produced by the 18 WG DOP Manager and forwarded to the responsible organization’s MOO. The package will be submitted to the 18 MXG and 18 OG Commanders for approval.

14.11.1.4.2.2. (Added) The owning organization will complete an 18 WG DOP Worksheet and forward it to QA or the 18 WG DOP Manager within 24 hours from the time the Incident is discovered.

14.13.6.1. Arm and De-Arm EOR Cursory Supervisor/Team Chiefs will:

14.13.6.1.1. (Added) Conduct the required safety briefing at the beginning of each shift and when personnel changes are made to ensure all personnel are familiar with emergency response procedures.

14.13.6.1.2. (Added) Ensures FOD walks of EOR areas are performed prior to first aircraft arrival.

14.13.6.1.3.(Added) Be responsible for directing all launch/recovery, arm/de-arm functions and movement of assigned aircraft in accordance with applicable technical data.

14.13.10. (Added) Training Requirements:

14.13.10.1. (Added) (F-15/HH-60) Weapons Standardization Section will conduct all Immediate Prior to Launch (IPL) and aircraft munitions safeing procedures training. Individuals not qualified in the Weapons Load Crew Management Tool (WLCMT) or appropriate MIS will not remove safety pins from loaded stations (See para 12.19.4.5.).

14.13.10.2. (Added) Required courses:

14.13.10.2.1. (Added) APG personnel will be marshalling qualified.

14.13.10.2.2. (Added) F-15 Egress Initial or Refresher All personnel.

14.13.10.2.3. (Added) Weapons Academics Explosive Safety (Maintenance Orientation).

14.13.11. (Added) Launch and Recovery of Explosive Loaded Aircraft:

14.13.11.1. (Added) Landing gear and arresting hook ground safety pins and live/captive AIM-9 dome covers will be installed/removed in the aircraft parking location. All ground safety pins installed in live and inert loaded stations, inboard and centerline carted stations; guns and chaff/flare will be installed/removed at EOR, unless otherwise directed by the 18 MXG/CC.

14.13.11.2. (Added) Arming/de-arming of explosive loaded aircraft will normally be performed on “warm up” pads 3 and 4 with aircraft oriented in the heading of 050 and 230 respectively (in accordance with 18 WG/SEW explosive loaded parking plan). **Note:** If “warm up” pads 3 & 4 are not available “warm up” pads 1 & F 2, with aircraft oriented in headings of 230 and 070 respectively, may be used. EOR Super with Airfield Management, Wing Safety, Operations and Maintenance Supervision will coordinate alternate locations.

14.13.11.3. (Added) During sortie surge operations, surge aircraft may be de-armed in conjunction with cursory inspections at Protective Aircraft Shelters 11 and 15 (along taxiway “H”). **Exception:** All live forward firing munitions will be de-armed at EOR. (in accordance with 18 WG/SEW explosive loaded parking plan).

14.13.11.4. (Added) At no time will personnel or aircraft pass in front of or behind forward firing munitions when being armed/de-armed. All training/captive forward-firing munitions will be treated as live. Non-2W1X1 personnel will not be given access to aircraft prior to munitions being inspected for safe.

14.13.12. (Added) Emergency Procedures:

14.13.12.1. (Added) During emergencies, unauthorized personnel will not approach the aircraft while safeing procedures are being performed. The incident commander has sole authority to terminate in-flight and ground emergencies.

14.13.12.2. (Added) If an aircraft has hot brakes, hung munitions (including flare), or an unsafe hot/jammed gun condition (gun that cannot be rotated, or gun pin cannot be installed), Team Chief will inform pilot of the situation and direct aircraft to hung munitions and hot/jammed gun area, then inform Production Super. In accordance with 18 WG/SEW explosive loaded parking plan, run-up pads 1, 2, 3 & 4 hung munitions and hot/jammed gun areas are clearly marked by red circles and arrows indicating the least hazardous direction. If a munition/gun cannot be safed, the Senior Fire Official will direct the aircraft to either taxi, or shut down and be towed to Hardstand 125 for further analysis by EOD and maintenance teams.

14.13.12.3. (Added) 18 EMS/MXMR (Armament flight) will be dispatched to all F-15 unsafe gun conditions and hot/jammed guns to assist AMU weapons personnel as required. A qualified 2W171 will oversee teardown to facilitate safeing process and makes final determination of gun status.

14.13.12.3.1. (Added) 33 AMU 2W1X1 personnel will respond to all HH-60 Hot/Jammed Guns.

14.13.12.4. (Added) Hung munitions (EXCLUDING flare) and hot/jammed guns: 2W1X1 personnel will coordinate with the on-scene commander for approval to verify the status of hung munition/jammed gun and attempt to safe. If 2W1X1 personnel are unable to safe the munition/jammed gun they will coordinate with on-scene commander and EOD personnel. EOD will attempt to safe in accordance with applicable technical data and advise the on-scene commander and 2W1X1 personnel when the safety pins/devices are installed and the item has

been safed. Once the item is safe, the EOR crew will resume to safe the rest of the aircraft as necessary.

14.13.12.5. (Added) Hung Flares:

14.13.12.5.1. (Added) EOR/2W1X1 personnel WILL NOT attempt to safe hung flare.

14.13.12.5.2. (Added) Fire Department personnel will install gear pins and make the determination if there is an ACTUAL hung flare, and if required contact EOD.

14.13.12.6. (Added) Hot Brakes: EOR procedures will not be performed on aircraft experiencing hot brakes until directed by the Fire Chief.

14.14.8.2.1. (Added) QA inspector will stamp/sign the INSPECTOR block for all blade blend QVI on the locally generated form.

14.14.8.2.2. (Added) The most current locally generated form for blade blends will be located in the aircraft forms binder.

14.14.8.4. (Added) Any damage (requiring blending) noted to engine rotors or stators that have not been previously dyed blue will be annotated on the AFTO Form 781A as a Red-X. Repaired engine damage will also be annotated on the AFTO Form 95, *Significant Historical Data*, or locally approved form by the owning organization. The AFTO Form 95 or locally approved form will be forwarded to the EME and the 18 WG FOD Manager within 5 duty days of a FOD incident. The affected area will be blue dyed.

14.14.8.5. (Added) The 18 WG FOD Manager and Quality Assurance (QA) will collect all necessary data for the FOD report prior to any further maintenance actions.

14.14.8.6. (Added) The 18 WG FOD checklist will be used for all FOD incidents involving aircraft, engines and incidents occurring at the test cell or hush house unless otherwise directed by the 18 WG FOD Manager. The assigned IO is responsible for immediately forwarding the completed checklist to the 18 WG FOD Manager. If an aircraft impoundment is transferred to the engine, the original FOD checklist will accompany the engine.

14.14.9. (Added) In case of a FOD mishap at the test cell or hush house, the engine and all equipment in the bay will be immediately impounded. After the initial investigation of the engine, engine bay, and surrounding equipment is complete, the 18 WG FOD Manager and the assigned IO will authorize the engine to be moved to the appropriate maintenance shop.

14.15.1.1.1. (Added) MTF/FTD will develop course codes in IMDS to track training and certification as follows:

14.15.1.1.1.1. (Added) Formal Training/Initial engine run certification.

14.15.1.1.1.2. (Added) Annual Engine run certification.

14.15.1.1.1.3. (Added) Semi-annual engine run certification. Practical evaluation and Part I (EP) and (General Knowledge) book test.

14.15.1.1.1.4. (Added) 90-day engine run proficiency.

14.15.1.1.1.5. (Added) Engine Run Certifier.

14.15.13.1.1. (Added) Use a KADENAAB Form 58, *Aircraft Engine Run Certification*, to annotate recertification results. This form will be maintained at MTF.

14.15.13.1.2. (Added) Personnel will report to MTF on a semiannual basis to take the entire engine run written test. Failure of the engine run exam will result in immediate disqualification. Remedial training will begin for those individuals and will be monitored by the unit certifier or senior engine run person. Individuals may retest following remedial training and signature of failed KADENAAB Form 58, *Aircraft Engine Run Certification*, by AMU OIC/Superintendent or for EMS Maintenance Flight Chief.

14.15.14.1. (Added) Only MTF will be responsible for updating engine run personnel in IMDS.

14.17.9. (Added) Flexible Borescope Inspection Training and Certification. 909th will follow the MAF Sup.

14.17.9.1. (Added) Flexible borescope operators will complete the applicable FTD/MTF flexible borescope course.

14.17.9.2. (Added) MTF will coordinate with AMXS/CMS/AFETS to schedule certifiers to complete initial certification immediately following the FTD/MTF flexible borescope course.

14.17.9.3. (Added) CMS and each AMU will have a minimum of one certifying official.

14.19.2.1.1. (Added) All areas where aircraft are towed, taxied, or parked will remain FO free at all times. Shops and maintenance areas where equipment or components are worked on, support sections (tool rooms), hazardous storage areas, and entry points to the flight line will be kept free of debris, stones, hardware, etc. in accordance with basic maintenance housekeeping practices to prevent FO migrating to aircraft.

14.19.2.2.1. (Added) (F-15) At any time while working on or around the inlet ramps forward of Panels 37 L/R, all louvers or openings will be taped to prevent F.O.D. ingestion. Ensure the applied tape is documented in the aircraft forms (i.e. LT ramp taped for maintenance). Once all maintenance is completed remove tape and sign off the applicable write ups in the AFTO Form 781As in accordance with T.O. 00-20-1.

14.19.2.3.1. (Added) Intake covers will be visually inspected for FO prior to installation. If the F-15 ramp covers extend over a "No Step" area, the cover will have the "No Step" area marked to prevent injury to personnel or damage to components.

14.19.2.3.2. (Added) All F-15 ground communications cords used during engine operations will not exceed 50 feet in length.

14.19.2.4.1. (Added) Dispatchable flashlight will have reflective adhesive tape banded at each end.

14.19.2.6.5. (Added) The only hats authorized on the flight line are cold weather watch cap/ski mask and the olive green winter hat. Note: Hearing protection will be worn under cold weather hat. At no time will hats be worn inside the danger areas of running engines.

14.19.2.6.6. (Added) To reduce the potential for personnel injury or FOD, hoods may not be worn inside the danger areas of running engines (F-15 Only). Hoods will be stowed inside the jacket (stuffed inwards towards body) so it is not exposed. Jacket hoods will be stowed in zippered compartment provided. Snapped on coverall hoods will be removed.

14.19.2.9.2. (Added) Structural Maintenance Section. During blind rivet or special fastener installation in or around intake components, rivet guns will have stem catch bags installed.

14.19.2.9.3. (Added) Two structural repair specialists will be required for all intake or variable ramp structural maintenance. One specialist will enter the intake and the other will remain outside and account for tools and hardware during and after the job.

14.19.2.9.4. (Added) Prior to repair of intake, structural repair personnel will enter a Red-X discrepancy for visual FO inspection of the intake system. A second Red-X discrepancy for X-ray will be entered if the repair was on or near an F-15 variable ramp migratable area.

14.19.2.11. FOD Walk area of responsibility. Units owning a FOD Boss will use this equipment in conjunction with their normal FOD walks to the greatest extent possible. One supervisor, 5-level or above, will be assigned to each team performing a FOD walk and will organize and control the walk.

14.19.2.11.1. (Added) The 18 EMS Transient Alert personnel are responsible for transient ramp parking spots 1 through 6, operational spots 1 through 4, hardstands 102 through 110, and hardstand 302.

14.19.2.11.1.1. (Added) The 18 SVS Aero Club personnel are responsible for hardstands 401 and 402.

14.19.2.11.1.2. (Added) The 33 AMU personnel will perform a weekly FOD walk of the aircraft parking areas and taxiway in front of building 3534. Complete FOD walks on all areas prior to use and periodically during use. FOD walk parking spots P-1 through P-3 prior to use. Prior to opening HH-60 Hot Pits for use, the 33 AMU will perform a FOD walk on spots Papa 1, Papa 3, and Papa 5 to check for FOD. Open patches of soil around the helicopter parking area will remain planted with grass to prevent dirt, grit and rocks from blowing around when rotor blades extend over the edge of the pavement.

14.19.2.11.1.3. (Added) The 44 AMU personnel are responsible for flow thru spots 1 through 25. This area includes the ramp in front of and behind the flow thru extending from the building, to the grass area, and the protective shelter (PAS) and ramp up to the taxiway centerline. They are also responsible for nose docks 5 (bldg 831) and 8 (bldg 834), (PAS)'s 5 through 10. In addition, the 44 AMU will be responsible for the LOX servicing area (bldg 832) during the even months of the calendar year (i.e. February, April, etc.).

14.19.2.11.1.4. (Added) The 67 AMU personnel are responsible for flow thru spots 26 through 50. This area includes the ramp in front of and behind the flow thru extending from the building, to the grass area, and the PAS and ramp up to the taxiway. They are also responsible for nose docks 3 (bldg 813) and 4 (bldg 830), and PAS's 1 through 4, 13 through 15. In addition, the 67 AMU will be responsible for the LOX servicing area (bldg 832) during the odd months of the calendar year (i.e. January, March, etc.).

14.19.2.11.1.5. (Added) The 18 EMS is responsible for nose docks 1 (bldg 812) and 2 (bldg 814).

14.19.2.11.1.6. (Added) 18 MOS Weapons Standardization is responsible for hardened shelter 11. 18 MOS Maintenance Training Flight is responsible for hardened shelter 12.

14.19.2.11.1.7. (Added) The 82 RS personnel are responsible for parking spots N-13 through N-15, the north and east sides of hanger 3660, and taxiway N starting at the midpoint of the hangar doors on the southeast side of hanger 3660 to taxiway P.

14.19.2.11.1.8. (Added) The 353 SOG personnel are responsible for parking spots L-00 (north side Trim Pad), L-1 through L-8.

14.19.2.11.1.9. (Added) The 733 AMS personnel are responsible for service apron 1 and 2, hardstands 112 and 114, and with prior coordination with Airfield Management, Taxiway Bravo between Runway 05R/23L and Taxiway Kilo.

14.19.2.11.1.10. (Added) The 909 AMU personnel are responsible for parking spots L-9 through L-13, M-1 through M-3, N-2 through N-9. The parking spots (when used) will be FOD walked out to the taxiway or red line, whichever occurs first. Taxiway N from taxiway L to taxiway C will be FOD walked the first duty day of each week. Taxiway P will be FOD walked prior to use.

14.19.2.11.1.11. (Added) The 961 AMU personnel are responsible for parking spots N-10 through N-12, the south and west sides of hangar 3660, and taxiway N starting at the midpoint of the hangar doors on the southeast side of hangar 3660 to taxiway C. The parking spots will be accomplished daily prior to crew show and before landing. The taxiway and hangar areas will be accomplished weekly.

14.19.2.11.1.12. (Added) Commander Fleet Activity Okinawa (CFAO) personnel are responsible for hangar 3667 and Patrol Wing One personnel are responsible for service aprons 4 and 5.

14.19.2.11.1.13. (Added) Marine Wing Liaison Kadena (MWLK) personnel are responsible for hardstands (when used) 111, 113, 115, 201, 203 through 208, 210, 304, 306, 308, 310 and 312 through 314.

14.19.2.17.1.1. (Added) The FO removal tool and FOD container will be annotated on the vehicle's inspection form. Other optional equipment permanently assigned to vehicles will be marked with the vehicle ID number and annotated on the vehicle inspection form.

14.19.2.17.1.2. (Added) Fire extinguishers that are carried on vehicles and equipment which operate on the flight line will have the safety pull-pin attached to the extinguisher by lanyard.

14.19.2.20.1. (Added) Vehicles that access the flight line will be equipped with a FO removal tool. The FO removal tool will be attached to the vehicle key ring.

14.19.2.22.1. (Added) X-rays for F-15 aircraft will be performed anytime maintenance is performed under the following panels (upper ramp-14L/R, 19L/R, 20L/R, 21L/R, 25L/R, 33L/R and 38L/R) (lower ramp-22L/R and 23L/R), Brake removal, HPO #2/PE Phase. Simply opening panels to verify periodic lubrication or for F.O. checks and immediately closing the panel does not constitute maintenance. However, a visual inspection will be performed by a certified 7-level technician prior to panel closure and this inspection will be documented in the AFTO Form 781As. **Note:** The inside of F-15 intakes does not require X-ray after miscellaneous rivet replacement unless it is determined to be migratable by technical data. A certified 7-level structural maintenance technician will make this determination. **Note:** Maintenance on top of a ramp forward of panel 14L/R does not require X-ray inspection providing local repair L701004 has been accomplished and the temporary fix is verified still intact.

14.19.2.22.1.1. (Added) F-15 maintenance tasks which require X-ray for FO, such as maintenance on top of variable ramps, will have a Red-X discrepancy with the following notes in the AFTO Form 781A: "Do Not Run Engines" and "Do Not Tow".

14.19.2.22.1.2. (Added - Kadena) Prior to X-raying a ramp, check the aircraft forms to determine the area(s) that maintenance was performed. Ensure the ramp is in the full upright position and all panels are FULLY SECURED WITH ALL FASTENERS INSTALLED.

14.19.2.22.1.3. (Added - Kadena) Depending on the area(s) of maintenance performed, NDI personnel will perform the shots listed below to ensure area coverage:

<u>PANEL</u>	<u>SHOT</u>
14	7-12
19, 20, & 21	7-12
25	9-14
33 (By pass door)	15-24
38	15-24
22, 23	25-29
Beak removal	7-16 and 25-29
HPO#2/PE Phase	7-29

14.19.2.22.1.4. (Added - Kadena) Write up any FO identified that is not In Old Film (IOF) on a Red "X" in the aircraft 781A forms. The technician reading film will enter the required Red "X" entry in 781A for each X-ray shot with FO identified. All Red "X" entries will include the following statement, "Do not run engine or tow aircraft."

14.19.2.25. (Added) Compressed air will not be used to remove foreign objects (FO).

14.19.2.26. (Added) FO will not be allowed in consolidated tool kits (CTK), except when in a FOD bag and emptied upon turn in.

14.19.2.27. (Added) All AGE will be inspected for FO prior to dispatch to ready lines, sub-pools or the flight line.

14.19.4. Each applicable unit will appoint a primary and alternate FOD monitor. All appointments will be made by letter, signed by the squadron commander and a copy forwarded to the 18 WG FOD Manager.

14.19.4.7.1. (Added) Units will appoint by letter a trained FOD monitor for each deployment. When deployed, units will use home station FOD program procedures unless directed by the deployed location MXG.

14.19.5.15. When borescope inspections are completed in conjunction with a FOD incident (flight line, in-shop, or phase). The FOD checklist will be forwarded to the 18 WG FOD Manager and a copy sent to applicable JEIM Section Chief or EME (909th/961st).

14.19.5.15.1. A borescope inspection is required when a rivet or fastener is missing forward of the inlet after flight or after engine operations.

14.20.1.1. (Added) The Aircraft Maintenance Unit Debrief Section will:

14.20.1.1.1. (Added) Document repeat or recur conditions in the Maintenance Information System (MIS) and on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, in

the aircraft records. All forms will be clearly marked in red to indicate repeat and recur discrepancies.

14.20.1.1.2. (Added) Enter (in bold red print or stamp) “Repeat 1” or “Repeat 2” in the discrepancy block of the AFTO Form 781A if the discrepancy is a first repeat. If the repeat discrepancy is a red diagonal and the technician who performed the maintenance is not on the SCR, he or she will sign the “corrected by” block. For all “Repeat” discrepancies a 7 skill level technician or higher who is on the SCR to clear repeat/recur discrepancies must sign the “inspected by” block of the AFTO Form 781A.

14.20.1.1.3. (Added) Enter (in bold red print or stamp) “Repeat 3” in the discrepancy block of the AFTO Form 781A if the discrepancy is a third-time repeat.

14.20.1.1.4. (Added) Document malfunctions which cannot be duplicated by entering “Recur cannot be duplicated” in the corrective action block of the AFTO Form 781A. List all actions taken during troubleshooting (including TO references) in the corrective action block of the AFTO Form 781A. The individual performing or assisting in the malfunction diagnosis or maintenance will sign the corrected by block of the AFTO Form 781A. As a minimum, the individual signing the inspected by block of the AFTO Form 781A for the “Recur” must be a 7-skill level technician or higher and on the special certification roster to clear Recur discrepancies.

14.20.1.2. (Added) All Aircraft Maintenance Unit Maintenance Technicians will:

14.20.1.2.1. (Added) Document malfunctions which cannot be duplicated by entering “CND malfunction” in the corrective action block of the AFTO Form 781A. List all actions taken during troubleshooting (including TO references) in the corrective action block of the AFTO Form 781A. The individual performing or assisting in the malfunction diagnosis or maintenance will sign the corrected by block of the AFTO Form 781A. As a minimum, the individual signing the inspected by block of the AFTO Form 781A for the “CND” must be a 7-skill level technician or higher and on the special certification roster to clear CND discrepancies.

14.20.2.4. (Added) AFTO Form 244 or automated management products are required for all test stations, mock-ups, and locally manufactured test equipment that do not have a scheduled calibration interval, but have an inspection/maintenance requirement established by technical data or locally approved checklist(s).

14.20.2.4.1. (Added) AFTO Form 244, Part IV, Supervisory Review/Quality Control will be accomplished every 90 days. For long term storage items, the supervisory inspection will be performed at least every 180 days. Supervisory review(s) will be performed by a qualified 7-level.

14.20.2.4.2. (Added) Supervisory review consists of verification of all blocks in accordance with 00-20-1.

14.20.2.4.3. (Added) If the 10 maintenance delayed discrepancies blocks are filled on part V of the AFTO Form 244 and you need to continue discrepancies an AFTO Form 244 will be used.

14.20.2.4.4. (Added) Annotate part I, blocks 1-7 in accordance with Technical Manual 00-20-1. Block 8 will be used to document the number of AFTO Form 244s that are with the item for accountability. Example: AFTO Form 244 “1 of 2” and the continuation AFTO Form 244 block 8 will be documented “2 of 2”. If I add more continuation forms, the number sequence will be changed on block 8 of all the forms to reflect the number of AFTO Form 244s.

14.20.2.4.5. (Added) Part II, III, and IV will not be documented on the AFTO Form 244s that were created for continuation of maintenance delayed discrepancies. The original or first AFTO Form 244 will have Part I, II, III, IV, and V documented in accordance with Technical Manual 00-20-1.

14.20.2.5. (Added) To ease the inspection and tracking process involved in maintaining equipment by reducing lost or missing AFTO Forms 244s, they may be sub-located.

14.20.2.5.1. (Added) Support sections have the option to maintain electronically printed AFTO Form 244s for their equipment in a centrally located binder. All AFTO Form 244s will accompany the equipment in accordance with 00-20-1, Chapter 7 guidelines. All equipment AFTO Form 244s will match the status of the equipment in TAS.

14.20.2.5.2. (Added- Kadena) Aircraft Servicing Documentation. All units will document all oil/hydraulic/nitrogen servicing accomplished on the aircraft using the AIRCRAFT OIL/HYDRAULIC/NITROGEN CARTSERVICING TRACKING SHEET. The tracking sheet will accompany the servicing unit's AFTO Form 244. (Refer to QA Share point for tracking sheet).

14.20.3. (Added) Un-installed Engine Maintenance Documentation Policy.

14.20.3.1. (Added) For engines assigned to the 67th/44th AMUs and Phase Inspection Section and are removed from aircraft, the following documenting sheet will be used. The un-installed engine work package will consist of a folder, un-installed engine maintenance Documentation Sheets, and an AFTO Form 350, Repairable Item Tag, attached to the front area of the engine with all appropriate data filled in. (Refer to QA Share point for tracking sheet).

14.20.3.2. (Added) Document all un-installed maintenance on the maintenance worksheet including all IPI's, leak checks, operational checks, and follow on maintenance. Refer follow on maintenance to the original discrepancy. All open discrepancies that are not cleared prior to engine installation will be carried forward to AFTO Form 781As, i.e. due leak check, ops check, etc... Clear all write-ups in the same manner as outlined in T.O. 00-20-1, 00-20-2, AFI 21-101, CAF Sup, as applicable.

14.20.3.3. (Added) Forward the un-installed engine maintenance documentation work package, to engine back shop JEIM 220 Section after engine is installed into aircraft. The back shop will store these with the appropriate engine work package historical file.

14.22.3. When an aircraft has not flown for 20 consecutive days, MOC will track days since last flight. AMU Supervision will identify the tail number as a potential hangar queen. (Aircraft in a D-type possession identifier codes (DO, DJ, DM) are non-possessioned and aircraft in B-type possession identifier codes (BU, BQ, BT) are unit possessioned.

14.22.3.3. QA will review aircraft forms when an aircraft is initially placed in hangar queen status.

14.22.3.4. (Added) Ensure aircraft forms are reviewed daily by production/hangar queen manager and notify supervision of any problems/issues preventing rebuild.

14.22.4.1. (Added) For F-15 aircraft, a three system bleed to include jacking the aircraft and retracting all 3 landing gear.

14.22.4.2. (Added) A 7-level inspection of the tires and wheels to determine serviceability to include flat spotting and oil/hydraulic saturation of the tire rubber.

14.22.6.1. (Added) The AMU OIC/Superintendent will ensure the first flight after CAT 1 Hangar Queen is an OCF unless the 18 MXG/CC and 18 OG/CC waive the OCF or an FCF is required by the -6 TO. When an OCF waiver is requested, the AMU will brief the 18 MXG/CC on all maintenance accomplished on the aircraft. Aircraft will not be scheduled to fly cross-country on the first flight after CAT 1 Hangar Queen unless waived by the MXG/CC.

14.22.6.2. (Added) AMUs will use the approved OCF/FCF waiver request form (See QA Share Point). The final signed copy will then be routed back to QA prior to flight. (Only required if -6 dictates an OCF/FCF needs to be accomplished)

14.22.7.1. (Added) QA will perform a QVI on the preflight prior to the first flight after all major maintenance actions are completed.

14.23.15.2. (Added) Decertified personnel must re-accomplish all initial hot/aircraft-to-aircraft refueling qualification training.

14.23.15.3. (Added) Conducting Hot/Aircraft-to-Aircraft Refueling Training/Certification and Documentation.

14.23.15.3.1. (Added) Maintenance personnel will be task qualified/certified by designated hot refueling certifiers from the AMU or 18 MXG QA.

14.23.15.3.2. (Added) For Maintenance personnel, Phase I training will be conducted by 18 MOS Maintenance Training Flight (MTF). Phase II and III training will be conducted utilizing joint training sessions . Maintenance personnel will be task qualified/certified by designated hot refueling certifiers from the AMUs or 18 MXG QA.

14.23.15.3.3. (Added) Hot Pit Certifiers: Each AMU will designate qualified 7-Levels as hot refueling certifiers. Squadron certifiers require an initial/annual evaluation by QA. Squadron certifiers may perform initial, recurring or annual certification of personnel performing the Pad Supervisor, A, B and D positions.

14.23.15.3.4. (Added) Fuels Management personnel will be task qualified/certified by Fuels Management Trainer/Evaluator/Certifiers (T/E/C) to perform hot pit training. As a minimum, initial certification will require the completion of two hot refuels. The first will be an over-the-shoulder, hands-on training, and the second will be performed without assistance.

14.23.15.3.5. (Added) TDY units requesting the use of the hot pits must be qualified and receive hot pit refueling orientation from 18 MXG Quality Assurance (QA) prior to hot refueling. Orientation will outline the flow plan, equipment setup, personnel requirements, cursory inspection requirements and emergency procedures.

14.23.15.3.6. (Added) Marine units requesting simultaneous hot refueling will coordinate with 18 AMXS Maintenance Supervision and 44th/67th OPS 48 hours prior to conducting hot refueling operations.

14.27.11.3. (Added) 18 AMXS develops PAS floor plans for TDY/augmentation forces.

14.30.5. (Added) The Aircraft Maintenance Unit (AMU) Production Supervisor or Expediter will:

14.30.5.1. (Added) Notify the Maintenance Operations Center (MOC) of any Red Ball maintenance discrepancies.

14.30.5.2. (Added) Ensure a valid job control number (JCN) is obtained for Red Ball discrepancies that require maintenance to be performed. In the event that the Maintenance Information System (MIS) is unavailable, a manual job number may be used but it must be documented in the MIS when the system becomes available again.

14.30.5.3. (Added) Intake rivet replacement will not be performed during Red Ball maintenance. In addition, Red Balls for structural maintenance is prohibited in all F-15 migratable areas.

14.31.5.2. (Added) Units utilizing the JOAP Lab will:

14.31.5.2.1. (Added) Designate a primary and alternate unit JOAP monitor by letter and forward one copy to the JOAP Lab (18 EMS).

14.31.5.2.2. (Added) Verify engine code status prior to all engine drain and flush actions with the JOAP Lab.

14.31.5.2.3. (Added) Deliver oil cart samples to the JOAP Lab on the first duty day of the week at least 4 hours prior to first take off. If weekend flying is scheduled, deliver samples on Friday's before 1600. Contaminated carts will be reported back to the unit through the MOC. Oil carts identified as contaminated will be removed from service, drained and flushed, and a resample submitted to the JOAP Lab for analysis.

14.31.5.2.4. (Added) Contact the JOAP Lab for oil analysis records at least two hours prior to aircraft or spare engines deploying for TDY, going cross-country, or transferring to another unit.

14.31.5.2.5. (Added) Ensure JOAP samples are taken after the first engine run following engine installation.

14.31.5.2.6. (Added) Test/Cell will provide (at a minimum) 3 runs prior to reissuing to the flight line to establish a baseline trend. All test/cell samples will be placed on a Code "F". The Code "F" ensures the JOAP Lab receives a maintenance run after installation. If engine is released from test/cell with only one sample, the JOAP lab will need, at a minimum, 2 more ground runs from the flight line. After the 2 ground runs, if everything is normal, the engine will be placed on Code "C" for at least 10 flying hours or lab recommendation.

14.31.5.3. (Added) Fighter Aircraft Maintenance Units will:

14.31.5.3.1. (Added) Ensure samples are taken daily after the first flight. During surge operations, a minimum of two JOAP samples per aircraft will be taken. The first sample will be taken after the third flight of the morning goes or when the crew chief performs a thru-flight inspection. Results of the JOAP samples from the morning sorties will be known prior to the aircraft's next sortie. The second JOAP sample will be taken after the final flight of the day.

14.31.5.3.2. (Added) The 961 AMU and 82 Reconnaissance Squadron will schedule deployment engine oil samples prior to deployment as required.

14.31.5.3.3. (Added) Transient Alert Flight will ensure transient aircraft requiring oil analysis have samples taken, delivered to the JOAP Lab, and results obtained prior to aircraft departure.

14.31.5.3.4. (Added) The AMU OIC/SUPT will review the JOAP Program monthly centering on timeliness of sample delivered for analysis, accuracy of documentation, and effectiveness of overall JOAP program.

14.31.5.3.5. (Added) Propulsion Flight supervision will ensure all maintenance actions that affect oil-wetted engine components are provided to the JOAP Lab using remarks section of the DD Form 2026, Oil analysis Request. Ensure engine JOAP historical records are requested for all components undergoing scheduled maintenance, transferring, or deploying. Records will be picked up prior to component shipment. Ensure test/cell samples are delivered to the JOAP Lab within 3 hours from the time the sample is taken. If the JOAP Lab is not manned, contact the maintenance operations center.

Table 14.1. Mandatory Special Certification Roster (SCR) and Prerequisites

ITEM	Mandatory SCR Item Titles	Prerequisites
39. (Added-Kadena)	Tow Team Supervisor	SSgt or higher (includes MXG/CC-appointed exceptional SrA as an FCC or DCC), minimum 7-skill level, AFSC 2AXXX/961 st 3DXXX with a minimum of 6 months weapons systems experience (Note 2)
40. (Added-Kadena)	MICAP Approval	MSgt or higher, minimum 7-level (or civilian equivalent) (Note 2).
41. (Added-Kadena)	Jacking Manifold Operator	Minimum 5-skill level (or civilian equivalent) with a minimum of 6 months weapon system experience (E-3/KC-135) (Note 2)
42. (Added-Kadena)	NRTS and Serviceability Tag	SSgt or higher, minimum 7-level (or civilian equivalent) (Notes 2, 3, and 4).
43. (Added-Kadena)	Gear Retraction supervisor on bombers, E-3, E-4, C-135 variants, C-130 variants (This person is the only that can authorize gear handle movement)	Minimum 7-skill level (or civilian equivalent), and 1 year flightline experience. (Note 2)
44. (Added-Kadena)	Jacking supervisor on bombers, E-3, E-4, C-135 variants, C-130 variants.	Minimum 7-skill level (or civilian equivalent), and 1 year flightline experience. (Note 2)
45. (Added-	Clear	Minimum 7-skill level 2AXXX or 2WXXX AFSC

Kadena)	Repeat/Recur Discrepancies	(Note 2)
46. (Added-Kadena)	Clear Could Not Duplicate (CND) discrepancies	Minimum 7-skill level 2AXXX or 2WXXX AFSC (Note 2)
47. (Added-Kadena)	F-15 Typhoon Hangaring Supervisor	2AXXX or 2WXXX MSgt or above with course code 000006 (Note 2)
48. (Added-Kadena)	Inaccessible F.O.D. (Film Read)	7-skill level with a minimum of 1 year time on weapon system (Note 2). Time requirement may be waived by MXG/CC.
49. (Added-Kadena)	F-15 Aircraft Handler Operator	Minimum 7-skill level 2AXXX (Note 2). 5-level waivers require MXG/CC approval.
50. (Added-Kadena)	Special Purpose Vehicle Operator (Crane Vehicle)	SrA or higher and minimum 5-skill level (or civilian equivalent)
NOTES: 1. Approved by MXG/CC 2. Approved by MOO/MX SUPT		

14.34.4. Use ACC IMT 64, **Request for Special Certification**, to add personnel to the SCR. Use of an electronic ACC IMT 64 is authorized for routing purposes. An electronic signature (initials and date) will be used in Part I (T.O. Block), Part IV NAME/GRADE/DUTY TITLE Block) and Part V (GROUP COMMANDER Block).

14.37.1.5. (Added) Procedures for documentation of check results in IMDS-CDB.

14.37.1.5.1. (Added) There is no requirement to maintain a tracking list of results as long as testing data and results for every aircraft are entered into IMDS-CDB.

14.44. (Added) F100-PW-220 Engine Courtesy Run Policy.

14.44.1. (Added) The 18 CMS Propulsion Flight Chief will ensure that all reasonable efforts have been made to troubleshoot engines while installed in the aircraft.

14.44.2. (Added) The responsible AMU will coordinate with the 18 CMS Propulsion Flight Chief and the 18 AMXS Supervision prior to requesting an engine to be run on the test cell.

14.44.3. (Added) The engine removed from the aircraft for the test cell courtesy run is owned by the AMU and will not be inducted for JEIM.

14.44.4. (Added) The AMU will provide courtesy run support at a minimum of one 7 level and one 5 level engine technician for all aspects of the courtesy run. They will coordinate, perform, and document all required maintenance and parts requisition for the courtesy run engine with assistance from the propulsion flight personnel.

14.44.5. (Added) The AMU personnel will make the necessary preparations to prepare the engine for test cell operations with assistance from propulsion flight personnel.

14.44.6. (Added- Kadena) The courtesy run process will halt until AMU personnel are present.

14.44.7. (Added) The AMU personnel will be responsible for completing all pre test and final inspections.

14.44.8. (Added) The JEIM section chief will release the engine upon completion of the engine work folders.

14.44.9. (Added) The JEIM section chief will physically maintain all engine work folders established until the engine is transferred.

MATTHEW H. MOLLOY,
Brigadier General, USAF
Commander, 18th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 91-201, 18 WG Sup, *Explosive Safety Standards*, 24 Jan 2007

TO 1F-15A-6, *Inspections and Maintenance Requirements Manual*, 15 Jul 2011

18 WGI 91-301, *Hangar Door Operation*, 02 May 2003

Prescribed Forms

KADENAAB Form 58, *Aircraft Engine Run Certification*

KADENAAB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell Impoundment*

Adopted Forms

AF Form 68, *Munitions Authorizations Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1492, *Warning Tag*

AF Form 2001, *Notification of TCTO Kit Requirements*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2411, *Inspection Document*

AF Form 2419, *Routing and Review of Quality Control Reports*

AF Form 2519, *All Purpose Checklist*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*

AF Form 3131, *General Purpose*

AF IMT Form 1297, *Temporary Issue Receipt*

AF IMT Form 2691, *Aircraft/Missile Equipment Property Record*

AFTO Form 95, *Significant Historical Data*

AFTO Form 103, *Aircraft/Missile Condition Data*

AFTO Form 223, *Time Change Requirements Forecast*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist*

AFTO Form 350, *Reparable Item Tag*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*

CAF Form 140, *CTK Inventory and Control Log*

CAF Form 145, *Lost Tool/Object Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 2026, *Oil analysis Request*

DD Form 2861, *Cross-Reference*

Attachment 16 (Added)

SAMPLE COMPLETION INSTRUCTIONS FOR AF FORM 1492

A16.1. PART A.

A16.1.1. (Added) Discrepancy job control number (JCN). When more than one warning tag is required add the series number of tags installed to the end of the JCN (e.g. 960013410 1 of 25).

A16.1.2. (Added) Date tag installed.

A16.1.3. (Added) Specific location of tag.

A16.1.4. (Added) Discrepancy causing hazardous condition.

A16.1.5. (Added) First initial, last name, rank and employee number.

A16.1.6. (Added) Duty phone.

A16.2. PART B. Same as A16.1.1 through A16.1.4 in Part A.

Figure A16.1. Warning Tag

PART A

WARNING

DO NOT USE OR OPERATE		
TAG NUMBER	1.1	DATE
LOCATION	1.3	
CONDITION	1.4	
SIGNATURE		
1.5		
TITLE		
PHONE	1.6	EXTENSION
CORRECTIVE ACTION TAKEN		
BY:		
DATE	1.2	TAG NUMBER
LOCATION	1.3	PART B
CONDITION	1.4	

AF FORM 1492, OCT 91

Attachment 17 (Added)

**TEMPORARY ISSUE RECEIPT SAMPLE LETTER FOR F-15 NORMALLY
INSTALLED EQUIPMENT (NIE)**

**Figure A17.1. Temporary Issue Receipt Sample Letter For F-15 Normally Installed
Equipment (NIE)**

<p>DATE</p> <p>MEMORANDUM FOR (Squadron) NIE Monitor and Record</p> <p>FROM: 18 EMS/MXMA (SPRAMS Custodian)</p> <p>SUBJECT: SPRAMS Inventory and Custody</p> <p>1. Request that your section inventories and ensures on hand quantity of below listed SPRAMS assets. Upon completion, send this letter and a letter of appointment as the NIE monitor to Armament Systems SPRAM Account Custodian.</p> <p>2. ADU-552, NSN 1440013161238, PN 68A7311375-1001, Total Quantity: 84, Serial Numbers: 841, 882, 1280, etc.</p> <p>_____ (18 EMS/MXMA Signature)</p>

Attachment 18 (Added)

OUT OF CYCLE JUSTIFICATION OR EMERGENCY ISSUE REQUEST SAMPLE
LETTER

Figure A18.1. Out of Cycle Justification or Emergency Issue Request Sample Letter

(Date)

MEMORANDUM FOR 18 MXG/CC

FROM: (XX AMXS/XXXX)

SUBJECT: Out of Cycle Justification or Emergency Issue Request

The following out of cycle or emergency issue time change item is requested for the following reason: (Due to an oversight XXXXXX)

ACFT	P/N	FSN	QTY	NOMENCLATURE
(84-0001)	(122323)	(1370-07-010-1111)	(01)	(Squib)

(AMU OIC Signature)
Officer in Charge, (XX AMU)

1st Ind, 18 MXG/CC

(Date)

MEMORANDUM FOR 18 MUNS/MASO

Approved/disapproved

BRAIN R. BEERS, Colonel, USAF
Commander, 18th Maintenance Group

Attachment 19 (Added)

MISSING AFTO 781 MEMORANDUM

Figure A19.1. Missing AFTO 781 Memorandum

DATE

MEMORANDUM FOR 18AMXS/718 AMXS/AMU Supervision

FROM: 18 MOS/MXOOP (Scheduling)

SUBJECT: Missing AFTO Forms 781 A/H/J/K

1. The listed aircraft is missing the forms identified below. A thorough search was conducted and the forms cannot be located in Plans, Scheduling, and Documentation.

AIRCRAFT FROM-TO	MISSING FORM	DATES
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2. IAW AFI 21-101, please research and respond within five duty days of the date of this letter.

Plans, Scheduling & Documentation

cc:

Aircraft Jacket File

Aircraft Flight, Commander

1st Ind, 18 AMXS/718 AMXS/MXA

MEMORANDUM FOR 18 AMXS/718 AMXS/AMU Supervision

Forms were found and forwarded with this letter for filing

APG Section Chief

Forms were not found; retain this letter in the file.

APG Section Chief

AMU Supervision